



BESMIR VOKOPOLA

◦ DETAILS ◦

◦ SKILLS ◦

Excellent knowledge of Microsoft Office package (Word, Excel, PPT, Outlook and Internet).

Excellent knowledge of Adobe package (Illustrator, Photoshop, Indesign). Excellent knowledge of Wordpress CMS and Joomla.

Excellent Knowledge of ATLAS CRM.

Excellent knowledge of Mailup, Mailchimp.

Excellent knowledge of social media channels management.

Excellent typing and editing skills.

◦ LANGUAGES ◦

Albanian

Italian

English

German

Spanish; Castilian

French

EMPLOYMENT HISTORY

Deputy to the Artistic Direction at Palau Les Arts Reina Sofia, Valencia

October 2021

- Promoting the development of external relations with other theatres, both national and international, in the search for possible future artistic collaborations -including co-productions and rentals.
- Developing artistic communication, both internally and externally while supporting and coordinating the artistic area of the theatre.
- Elaborating and developing a plan of activities complementary to the lyrical programme.
- Developing, in coordination with the Artistic Direction, a social project (educational, informative, training and participation).
- Representing Les Arts in ENOA (European network of opera academies that supports and accompanies opera artists -creative and performers- in the development of their professional careers).
- In charge of the relations of the Artistic Direction with the Marketing and Communications department.
- Contributing to the long-term development of the approved artistic project.

Artists Assistant Manager at InArt management , Milano

March 2019 — September 2021

- Working alongside the Artist Manager.
- Looking after global artist servicing, from day-to-day interaction with promoters and artists.
- Overseeing the preparation period before an engagement.
- Talent scouting through attending artistic events or audition sessions.
- Liaising with theaters and local agents throughout the world in processing contracts, and updating biographical and marketing materials.
- Maintenance and managing social media channels.
- Producing detailed schedules/itineraries for artists on a regular basis, ensuring all relevant information is included, such as rehearsal times, dress code, and travel information.

Web and communication assistant at Accademia Teatro alla Scala , Milano

June 2018 — March 2019

- Drafting and preparation of communication plans via short and long term deliverables. Monitoring the progress of the activities and action plans.
- Establishing and monitoring KPI's.
- Budget allocation corresponding to the annual financial plan.
- Managing and web content editing of La Scala's Academy website.
- Management of social media profiles (Facebook, Twitter, Instagram, Google+).
- Customer Relationship Management and software management.
- Management of email marketing platforms, such as Mailup and Mailchimp - Google data analysis.
- Assisting and preparing press releases and daily correspondence with journalists and media representatives.

- Producing and updating press materials for artists such as singers, orchestra musicians and ballet dancers.
- Promotion of the artistic events of Accademia Teatro alla Scala.

Project Coordinator at Creative Europe

September 2016 — March 2018

- Project coordinator of INnovaMuseum - Audience Development Strategy to strengthen the capacity and attract new audiences of European museums, located in peripheral areas, through activities of audience development related to Art&Food, transnational mobility and training for artistic curators and museum directors.
- Budget management and budget allocation.
- Coordination with 5 international partners in the implementation of the strategy.
- Elaboration of financial reports and narratives of the activities carried out, quarterly and annually.
- Drafting Monitoring and evaluation of the co-shared activities,
- Conception and Implementation of the activities aiming to raise the awareness and outreach of the peripheral museums within the identified target group. Project coordinator of INnovaMuseum - Audience Development Strategy. <http://www.innovamuseum.eu/>,
- Budget management and budget allocation.
- Coordination with 5 international partners in the implementation of the strategy.
- Elaboration of financial reports and narratives of the activities carried out, quarterly and annually.
- Drafting Monitoring and evaluation of the co-shared activities.

Coordinator at Vox Baroque Festival, Tirana

January 2014 — February 2018

- Liaison with artist's representatives on contract terms agreement.
- Preparation of Travel expenses and accommodation supporting documents, including invoice issuing and archiving. Managing visa and work permits.
- Assisting and drafting the artistic calendar. Distribution of artistic activities in coordination with the production office.
- Drafting and editing all promotional materials for hosted artists and ensembles.
- Artistic budget review and drafting the artistic financial report.

Administrative Clerk at United Nations Women, Tirana

March 2016 — January 2017

- Implementation of operational strategies.
- Provision of administrative and logistic support.
- Provision of support for office maintenance and asset management.
- Administrative management and logistics in the organization of events, conferences and retreats.
- Assisting public procurement process
- Support in travel organization, transfers and DSA calculation.
- Drafting professional work contracts.
- Assisting the office representative during international missions
- Supporting the office associate in employees attendance records annual leave and security training.

EDUCATION

Master in Performing Arts Management , MIP Politecnico di Milano/Accademia Teatro alla Scala , Milano

January 2017 — June 2018

BA + MSC in Urban Planning and management , Polis University , Tirana

October 2010 — September 2015

👤 INTERNSHIPS

Artistic Direction at Teatro alla Scala , Milano

December 2017 — June 2018

- Assisting the casting manager in the daily paperwork.
- Organizing and managing the artist's auditions, including logistics and correspondence with artist's representatives.
- Organize and manage relationships with the representatives of the singers, daily correspondence.
- Preparation of the monthly - artistic budget review.
- Assisting the head of the office in the tour organization in Hamburg/Elbphilharmonie – May 2018.

Artistic Direction at Teatro Regio di Torino, Turin

September 2017 — December 2017

- Assisting in the preparation of the theater's annually activity report.
- Assist the production management staff for a complete view of the activity of the theater.
- Stage management assistance.
- Meetings scheduling and organization.
- Audition logistics assistance.
- Contract archiving.



REPUBLIKA E SHQIPËRISË
UNIVERSITETI POLIS
FAKULTETI PLANIFIKIM, MJEDIS DHE MENAXHIM URBAN

DIPLOMË
Master i Shkencave
në
Planifikim dhe Menaxhim Urban

Në përfundim të programit të studimeve të ciklit të dytë me kohë të plotë, 5 vjeçar, 300 kredite

Besmir Kadri Vokopola

lindur në Tiranë, më 31.10.1990, regjistruar në Universitetin POLIS në datën 22.10.2010

me Nr. Matrikullimi PLPLUE000052 i jepet diploma

Master i Shkencave në Planifikim dhe Menaxhim Urban

Regjistri Shtetëror 000540
Regjistri i veçantë 19841
esës së pjekurisë 0042
ri i diplomës 18.09.2015
e mbrojtjes 13.11.2015
e lëshimit 16010207
rial

DEKANI
SHERIF LUSHAJ

REKTORI



**POLITECNICO
MILANO 1863**

Repubblica Italiana
In the name of the Law

WE PROFESSORS FERRUCCIO RESTA RECTOR OF

POLITECNICO DI MILANO

Having considered the academic transcript
having considered the result of the final examination passed at the Politecnico on June 21st, 2018
award

Besmir Vokopola

born in Tirana (Albania) on October 31st, 1990

**the 1st level University Master in
Performing Arts Management**

This diploma is valid for all legal purposes.

no. 60 ECTS

Milan, June 21st, 2018

General Director
Graziano Dragoni

The Rector
Ferruccio Resta

Reg. no. 13106

Master's Director
Michela Arnaboldi

Master universitario di I livello in Performing Arts Management istituito e attivato ai sensi dell'art. 3 del DM 270/04