

## Overview

I am an education and arts professional with highly-developed leadership skills and experience in broad-spectrum stakeholder engagement, marketing and communications, government liaison and community development. I am an authorised celebrant, a qualified teacher and an experienced dramaturg. My passion for the arts and community development has led me to combine these experiences in many ways over the course of my career.

## Prominent Skills

*details on page 2*

- Writing
- Communication
- Leadership
- Public Speaking
- Relationship Management

## Tertiary Education

*details on page 3*

2018	<b>Certificate IV in Celebrancy</b>	Rose Training Australia
2011	<b>Diploma of Management</b>	Wisdom Learning
2005	<b>Graduate Diploma in Arts</b> (Art History and Curatorship)	Australian National University
2004	<b>Certificate IV in Assessment and Workplace Training</b>	Unity College
2001	<b>Graduate Diploma of Education</b> (secondary)	Charles Sturt University
2000	<b>Bachelor of Arts</b>	Australian National University

## Employment and Volunteering

*details on pages 4-5*

2018-	Authorised <b>Celebrant</b> for weddings, funerals, baby namings, etc.
2017-	Casual <b>Relief Teacher</b> for government schools across Canberra and South Gippsland, Victoria
2018-2019	Volunteer <b>Publicity Officer</b> for Canberra Gay & Lesbian Qwire
2018-2019	Casual <b>Residential Care Worker</b> for Premier Youthworks
2015-2019	Annual <b>Festival Director</b> for Short+Sweet Canberra
2015-2017	Full time <b>Copy Writer</b> for Communities@Work, Canberra
2015	Supply <b>Literacy Teacher</b> for Brentside High School, London UK
2014-2015	Contract <b>Education Officer</b> for ACT NOWaste, Canberra
2012-2014	Volunteer <b>Program Manager</b> for the Eskada teacher development program with Timor-Leste Children's Fund in Dili, Timor-Leste
2014	Summer program <b>Youth Worker</b> for OneKX (YMCA), London UK
2008-2014	Full time <b>Director of Employment, Education and Training</b> for ACT & Region Chamber of Commerce & Industry, Canberra
2007-2010	Volunteer <b>Artistic Director</b> for Canberra Dramatics, Canberra
2004-2008	Casual <b>Youth Worker</b> for Oasis Youth Residential Service, Canberra
2003-2008	Part time <b>Classroom Teacher</b> for Trinity Christian School, Canberra
2006-2007	<b>Director and Outreach Coordinator</b> for Messengers Program, Tuggeranong Arts Centre, Canberra

## Contact

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## **Skills and Experience**

### **Writing**

I have impeccable writing skills, and highly-developed skills in analysis and reporting. In teaching, youth work, directing and managing youth engagement programs, I have always been required to analyse the work I was doing, report on progress and recommend forward strategies. I have prepared letters, speeches, briefs, media statements, articles, reports, strategic plans, proposals, tenders, discussion papers, reviews and many other documents in a professional context. I have written feature articles for *The Canberra Times* and have written regularly for *Australian Stage* and *B2B Magazine*. I am an accomplished playwright with more than ten feature-length theatrical productions in my portfolio as well as unproduced scripts. My plays have been produced by Canberra theatre companies and have been chosen for festivals and other opportunities in Canberra, Sydney, Brisbane, Hollywood and London. I was involved in the preparation of policy documentation for the Australian Chamber of Commerce and Industry during my time with the ACT Chamber of Commerce and Industry, and have written media releases for business and community theatre organisations. I also maintain a blog about my theatre and film experiences, online at [www.chilver.net.au](http://www.chilver.net.au).

### **Communication**

I have been building networks for many years, as an industry representative, an advocate for young people and as a dramatist, and retain strong connections in even those networks where I no longer work. I have a strong ability to make people feel at ease when talking with them, and the ability to present information in a personable and engaging manner. I am no salesperson, but I am able to communicate effectively and persuasively with people from diverse backgrounds, especially when it comes to opportunities for developing communities.

### **Leadership**

I have led in a wide variety of circumstances and situations, leading employees, volunteers, students, and more. Most notably I held the position of Director of Employment, Education and Training at the ACT & Region Chamber of Commerce and Industry, where I led a team of professionals engaging the business community in education and training programs as well as providing guidance to government agencies. I was chair of the Partnership Brokers National Network in 2012 and 2013, in which context I provided leadership to representatives of state networks and local providers in 107 regions covering the entirety of Australia. I also led a community theatre organisation as its Artistic Director, as well as serving as director for many theatrical productions during this time and since.

### **Public Speaking**

I have a great deal of experience in front of an audience in a range of contexts. I have served as Master of Ceremonies for national events, notably the Career Development Association of Australia's National Conference, the ACT & Region Indigenous Excellence Awards and the 2019 Out & Loud Festival. I have given presentations in the field of education at a wide range of conferences and events, and I have served as presenter in a series of online educational videos. I have run multi-lingual professional development events for teachers in East Timor, working with translators, and developing basic communication skills in Tetun. I have done voice over work for television advertising, and I have performed in a range of theatrical contexts, including scripted and improvised theatre. My experience as a teacher and leader of community arts programs has also helped develop my public speaking skills to an excellent standard.

### **Relationship Management**

I have managed stakeholder and client relationships in a range of contexts. As a teacher in an independent parent-controlled school, the relationship between parents and the school is particularly important, and I managed many of these relationships. I have also managed relationships with multi-million dollar clients for the ACT & Region Chamber of Commerce and Industry, with my success evinced by the maintenance and extension of contracts attracting millions into our programs. I have a great deal of experience in networking and developing relationships that lead to improved outcomes for young people. I have spearheaded robust delegations to government, coalescing diverse positions with positive outcomes in a range of pursuits.

## Education and Significant Professional Development

### ***Therapeutic Crisis Intervention***

Premier Youthworks Canberra, 2018

### ***Certificate IV in Celebrancy***

Rose Training Australia, 2018

### ***First Aid Statement of Attainment***

Australian Security Education and Consulting, 2018

### ***Responsible Service of Alcohol Statement of Attainment***

ClubsWA, 2016

### ***Writing for Government (Correspondence and Briefs)***

CIT Solutions, Canberra ACT, 2014

### ***Introduction to Project Management***

Fresh Training, Canberra ACT, 2014

### ***Tetun Language Course***

Dili Institute of Technology, Dili, Timor-Leste, 2013

### ***Writing Skills for Tenders and Proposals***

Victorian Employers Chamber of Commerce and Industry, Melbourne VIC, 2013

### ***Beginning French I & Beginning French II***

Australian National University Centre for Continuing Education, Canberra ACT, 2012

### ***Diploma of Management***

Wisdom Learning, Canberra ACT, 2011

### ***Graduate Diploma in Arts (Art History and Curatorship)***

Australian National University, Canberra ACT, 2005

*Focus on Ancient Greek & Roman Art and Architecture*

### ***Certificate IV in Assessment and Workplace Training***

Unity College, Canberra ACT, 2004

### ***Graduate Diploma of Education (Secondary)***

Charles Sturt University, Bathurst NSW, 2001

*Major in Secondary Drama Teaching, Minor in Secondary English Teaching*

### ***Bachelor of Arts***

Australian National University, Canberra ACT, 2000

*Double Major in Theatre Studies, Major in English. Minors in History and Linguistics*

## Memberships, Registrations and Networks

### ***Victorian Institute of Teaching***

Provisional Registration valid to September 2020

### ***ACT Teacher Quality Institute***

Provisional Registration valid to March 2020

### ***Canberra Gay and Lesbian Qwire***

Member of bass section since February 2016; committee member & publicity officer since January 2018

### ***Working With Vulnerable People (ACT)***

General Registration current from September 2017-September 2020

### ***ACT Writers Centre***

Member since 2006

### ***Partnership Brokers National Network***

Chair 2012-2013

Deputy Chair 2010-2011

ACT Representative 2010-2014

## **Employment History**

### **Celebrant**

*October 2018-*

I am an authorised marriage celebrant, able to officiate weddings across Australia. I offer bespoke wedding ceremonies through to simple, legal-only ceremonies and all other celebrant services including baby namings, funerals, master of ceremonies roles and other ceremonies as required.

- ceremony planning
- ceremony delivery
- legal registration

### **Casual Relief Teacher**

*Government schools in Canberra ACT and South Gippsland VIC, July 2017-*

I fill temporary vacancies for a broad range of schools across the ACT Education Directorate's network, and for local schools in South Gippsland. These were usually single day bookings, but by accepting repeat bookings at particular schools, I was able to develop strong relationships with students and deliver high quality learning experiences in line with the Australian Curriculum.

- classroom management
- curriculum delivery
- pastoral care

### **Residential Care Worker**

*Premier Youthworks, March 2018-2019*

In this role I work with young people living in out of home care. I support young people with complex trauma to grow and develop living skills and to participate in education and community activities. Premier Youthworks ceased operations in the ACT in July 2019.

- pastoral care
- crisis management
- domestic care

### **Festival Director**

*Short+Sweet Canberra, August 2015-2019*

I was the festival director for Short+Sweet Canberra, coordinating and running the annual theatre festival with contributions from over 100 artists each year. Short+Sweet is the biggest annual collaboration of performing artists in Canberra, and I directed the running of the festival from beginning to end.

- arts management
- volunteer coordination
- publicity
- front of house

### **Copy Writer**

*Communities@Work, Canberra, June 2015-July 2017*

For Communities@Work, Canberra's largest community service organisation, I wrote, proofed and edited copy and prepared funding submissions. As well as preparing external communication materials, I monitored opportunities for funding, and recommended funding opportunities to our charitable programs, then worked with them to develop proposals, applications or other submissions.

- project management
- copy writing
- record keeping
- editing

### **Literacy Teacher**

*Brentside High School, London, October 2015-December 2015*

I filled a temporary maternity leave position as a literacy teacher for students experiencing learning difficulties. This involved supporting students' learning while also managing highly challenging behaviours and ensuring student safety. I undertook this role while building theatrical networks in London while on unpaid leave from Communities@Work.

- classroom management
- curriculum delivery
- pastoral care

### **Education Officer**

*ACT NOWaste at Territory and Municipal Services, Canberra, October 2014-March 2015*

As an Education Officer at ACT NOWaste, I delivered education programs for schools and community organisations. I reinvigorated the existing schools program, and expanding community engagement programs to encourage better compliance with recycling programs.

- records management
- copy writing
- supplier relationships

### **Director of Employment, Education and Training**

*ACT & Region Chamber of Commerce & Industry, July 2008-March 2014*

In this role I managed the Chamber's education programs. I developed relationships between employers, schools and other stakeholders that enhanced young people's transitions from school to the workforce, and maintained effective networks across the ACT business, community and education sectors, as well as Commonwealth Department of Education and other national bodies.

I also represented the ACT on national bodies such as the Australian Chamber of Commerce and Industry (ACCI) and chaired the Partnership Brokers National Network.

- advocating for youth
- representing stakeholder interests
- recruiting staff
- managing staff, budgets & reporting
- building client relationships

### **English Teacher**

*Trinity Christian School, Canberra, April 2003-July 2008*

I delivered curriculum for a range of classes, mostly in years 8, 9 and 10. Most of my classes were English, but wherever possible I sought 'home groups', which allowed me to teach the same group of young people for three subjects, because this included pastoral care responsibilities. Home groups gave me an opportunity to develop supportive relationships with students and effective behaviour management strategies.

- classroom management
- curriculum delivery
- pastoral care

### **Youth Worker**

*Oasis Youth Residential Services, Canberra, April 2004-December 2008*

In this role I supported young people in crisis, managing a youth refuge and ensuring the health and safety of residents. In this context I supported young people from the point of a crisis emerging into medium or long term living arrangements. Often this involved incidental counselling, liaising with parents, police, medical and government agencies.

- pastoral care
- case management
- crisis management
- domestic care

### **Director and Outreach Coordinator**

*Tuggeranong Arts Centre Messengers program, September 2006-December 2007*

As Outreach Coordinator and Director for Tuggeranong Arts Centre's Messengers program, I led a group of young volunteers who gave their time to Messengers' in-school drama program. The Messengers program supports young people who are identified as suffering or at risk of developing depression. The drama program devised and toured short plays with positive messages about relationships to schools across the ACT.

- scheduling
- client liaison
- pastoral care
- program delivery
- scripting and editing

### **Museum Assistant**

*The Nolan Gallery (Cultural Facilities Corporation), March 2004-January 2005*

At the Nolan Gallery, I worked as a casual on a frequent basis while completing my Graduate Diploma in Art (Art History and Curatorship). I worked in a forward-facing role welcoming guests and assisting with interpretation of Sidney Nolan's works.

- guest services
- arts administration
- exhibition hanging

## **Volunteer Roles**

### **Canberra Gay & Lesbian Qwire**

*Publicity Officer 2018-*

I manage the publicity efforts of Canberra Qwire, overseeing the organisation's social media presence as well as publicity for concerts and events. In 2019, Qwire hosted the Out & Loud choral festival, which brought choirs from across Australia, Fiji, New Zealand and Timor-Leste, and I took the lead on coordinating publicity for the festival as well as our choir.

### **Australian Stage & Foyer Talk**

*Theatre Blogger 2008-*

I reviewed theatrical productions for the theatre website, *Australian Stage*, from 2010 to 2015, and have recently resumed with them. I have also run a stage and screen blog, *Foyer Talk*, since 2008.

### **Timor-Leste Children's Fund**

*Director, Eskada Development Programs 2012-*

I worked with Timor-Leste Children's Fund to establish a professional development program for unqualified and inexperienced teachers in East Timor. Although I volunteered formally with TLC for two years, I have volunteered informally by fundraising and teaching English in East Timor frequently ever since.

### **ACT Board of Senior Secondary Studies**

*Board Member 2013-2014*

*Curriculum Advisory Committee Member 2009-2013*

I was appointed by Andrew Barr MLA, then ACT Minister for Education, to the Curriculum Advisory Committee in 2009, and served on this committee for four years before being appointed to the Board itself in 2013.



## Theatrical Achievements

Trevar Alan Chilver is a playwright, director, actor and theatre reviewer. His plays have been produced as mainstage productions in Canberra and for festivals such as Short+Sweet in Canberra, Sydney, Brisbane and London. He has been an avid supporter of the theatre community in Canberra, having written for Australian Stage, the Canberra Times and blogging regularly. He established Canberra Dramatics, a community theatre organisation, in 2006, and served as its Artistic Director until 2010, and was an active member of Canberra's Network of Amateur Theatre Organisations during this period. Trevar is currently an active member of Actors and Writers London.

Trevar has directed productions for a number of Canberra companies, and occasionally treads the boards himself. He has appeared in a range of short film and television productions and in 2014, made his London debut with Prams in the Hall's production of *The Inner Life of Sophie Taylor*.

Trevar is a strong believer in the power of story to inspire and empower individuals to contribute to a more cohesive and collaborative society.

## Writing Highlights

- ★ **Don't Judge Me** 2019. Short play in which a gay relationship turns abusive. Produced for the tenth anniversary of Short+Sweet Canberra and toured to Short+Sweet Illawarra. Intended for Short+Sweet Sydney 2020.
- ★ **78 Reasons to Stay the Night** 2017. Feature length play about an ageing 78er. Independent production supported by Canberra Theatre Centre to mark the 40th anniversary of the Sydney Gay and Lesbian Mardi Gras.
- ★ **Abel C. Mann, Processed Offshore** 2013. Short Play in which a brilliant actor is sent for Offshore Processing after re-enacting the landing of the First Fleet. Produced as part of 2013 Canberra Short+Sweet Festival and 2014 Sydney Short+Sweet Festival.
- ★ **The Ballad of Hobart Jones** 2011. Play set in 1887 in which the President of the Royal Society of Balladeers, Oxford, is sent to Sydney to unite the balladeers of New South Wales. Staged reading by Actors and Writers London, November 2015.
- ★ **The Commuter** 2011. Short Play in which a man is mistaken by a tourist as a young boy's father, and the boy's mother attacks him. Produced in 2012 Canberra Short+Sweet Festival and 2013 Sydney Short+Sweet Festival.
- ★ **Take Their Life** 2009. Adaptation of Shakespeare's *Romeo and Juliet*, in which the couple survive (nominated for Best Original Work in 2009 CAT Awards).
- ★ **The Incident at Fugue Bay** 2008. Play in which an amnesic man mysteriously returns to a coastal town and is reunited with his former fiancée.
- ★ **No Island is a Man** 2006. Multimedia stage play in which a man's suffering from depression goes unnoticed by family and friends. Produced by Canberra Dramatics in April 2007 at the Tuggeranong Arts Centre.
- ★ **Mrs Holt** 2003. Play in which an elderly resident in a nursing home defends her life decisions in response to a new male nurse and her daughter's criticisms. Produced by Canberra Dramatics at The Street Theatre in 2008.
- ★ **Armidale** 2002. Play about the lives of university students sharing a house. Produced by Canberra Dramatics at The Street Theatre in 2007.

## Directing Highlights

- ★ Ongoing directing credits for Short+Sweet in Canberra, Sydney, Illawarra and Hollywood USA, from 2011-
- ★ **When He Was Famous** by Seth Robinson, Canberra Dramatics, Tuggeranong Arts Centre, April 2010
- ★ **Take Their Life** (group devised), Canberra Dramatics, Tuggeranong Arts Centre, November 2009
- ★ **Clowns in Winter** by Joan McGillivray, Canberra Dramatics, The Street Theatre May 2008

## Performing Highlights

- ★ **Andrew / Ben** in *The Inner Life of Sophie Taylor*, Prams in the Hall, London, 2014
- ★ **James Mollison** in *Whitlam: the power and the passion*, Beyond Productions, Sydney, 2013
- ★ **Audience Member** in *Thom Pain* by Will Eno, Melbourne Theatre Company, 2008
- ★ **Captain Plume** in *The Recruiting Officer* by George Farquhar, Canberra Dramatics, 2007
- ★ **The Adjutant** in *The Caucasian Chalk Circle* by Bertolt Brecht, Moonlight Productions, Canberra, 2004

## Languages

### **English**

*Proficient native speaker of Standard Australian English*

Advanced tertiary qualifications in English literature and linguistics. Strong Received Pronunciation and London accents, as well as a range of Australasian accents and registers.

### **Tetun (East Timor)**

*Transaction and conversation skills*

Basic listening, speaking, reading and writing skills; some experience in public speaking in Tetun and English-Tetun translation in writing.

### **French**

*Beginner*

Beginner level listening and speaking skills, further developed reading skills, limited writing skills.

## Referees

### **Nicole Nicholson**

*Principal, Charles Weston School*

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### **Mark Cleary**

*Creator and Founder, Short+Sweet International*

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### **Yvonne Korn**

*Personal Referee*

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