

CURRICULUM VITAE

Mrs Vivienne Marie Gadd

Born: Bristol February 25th 1942

Educated: Rose Green High School for Girls, Bristol

GCE:- English Language, English Literature, French, History,
Geography, Commercial Subjects - Maths, Commerce, Accountancy.

RSA:- Typewriting

Subsequent training and experience:-

1) From 1958 to 1962
Tax Officer in the Inland Revenue in Bristol.

2) 1962
General secretarial work for Agency in Bracknell, Berks.

3) 1972 to 1976
Part time Library Assistant in Coventry City Libraries.

1974 to 1978
Part time technical librarian for Nicol Thomas Winer Barnwell, Architects
which included setting up a library at a new district office.

4) 1972
Started voluntary work in Coventry Cathedral.

Nature of work: In charge of domestic administration of the Choir of
Coventry Cathedral.

In addition to subsequent professional work in Coventry Cathedral (detailed below) expanded administrative duties for the Cathedral Choir. These included:- Accompanying the Choir on tours - this often included catering management for 60, the "motherly" care of 40 boys, and supervision of all the robes. The last tour was in 1982 to the United States of America.
Organised series of Nearly New Shops for the Community of the Cross of Nails and the Choir.
Organised supper for 400 during performance of St Matthew Passion in the Cathedral.
Headed committee of Choir Parents for a major Garden Party.
Organised and managed the lunches for the audience attending the Monday lunchtime organ recitals. (for three years)
Organised innumerable cheese and wine parties.

5) 1976

Appointed by the Provost of Coventry Cathedral to create and establish the first Information Office and Centre in the Cathedral. Successfully created a series of information and promotion exhibitions both internally for the Cathedral and for travelling abroad. Currently a major exhibition is on tour in the United States of America, one in West Germany and one in East Germany. Appointed Promotions officer for the International C C N (Community of the Cross of Nails). In addition to promotion by literature and exhibitions, edited and compiled the Community journal "Network".

1978 to 1982

Trustee and member of the steering committee of the Community of the Cross of Nails.

1980

Appointed Public Relations Officer of Coventry Cathedral, to include duties already being performed as Information Officer.

It included:

- i) Liaison with the Press, Radio and Television.
- ii) Close contact with the City of Coventry Public Relations Office (to whom reference can be made) leading to what has been acknowledged as the period of the best relations between the City and Cathedral since before its consecration.
- iii) Tourist promotion - attending tourism workshops, promotion of tourism to the Cathedral in hotels, coach companies, British Rail and major Air Lines.
- iv) Dealing with a constant stream of enquiries about visits to the Cathedral, details of the building and its ministry.
- v) Interviewing would be promoters of exhibitions, musical events and varied activities for mounting in or around the Cathedral, and submitting completed proposals to the Provost.
- vi) Proposed by City Civic Affairs Officer and elected to the committee of the Coventry and District Conference Association.

6) April 1st 1983

Appointed Marketing Manager for the new Visitors Centre at Coventry Cathedral. This appointment meant retaining the duties of promoting the Cathedral.

It included:

- i) Planning and setting up of the project prior to its opening.
- ii) Research for Mr Kenneth Boden, director of Multiscreen Presentations Ltd., Manchester, who produced the audio-visual show.
- iii) Research and practical assistance for Mr Alan Robertson, director of Optimum, York, who designed and set up the light and sound historical display.

- iv) Research and practical assistance for Mr Barry Mazur who was overall designer of the project.
- v) Close co-operation with the City of Coventry at workshops and in advertising to promote the Cathedral and Visitors Centre to bring more people into the City.
- vi) Marketing has been done in most tourist areas - Tourist Boards, Inbound Tour Operators, Coach Operators, Voluntary Organisations.
- vii) Co-operation with Elm Bank Teachers Centre to promote suitable requirements for Coventry schools and schools nationally.
- viii) Advertising and production of leaflets for promotion.
- ix) Setting up workshops for Tourist Guides Associations and schoolteachers.

During the months of October and November I was called upon to take over the day to day running and financial administration of the whole complex which includes the box office and show, giftshop, and coffeeshop, due to the departure of the Centre Manageress and the illness of her deputy.

Personal Married 1962
 Divorced 1983
 Granted custody in 1981 of my four children:-
 Trixie aged 20 - at Jesus College, Cambridge
 Stephen aged 19 - at St John's College, Cambridge
 Robin aged 16 - at Blue Coat Church of England School, Coventry
 Nicholas aged 15 - at Blue Coat Church of England School, Coventry

Hobbies include Gardening, House decorating, cooking, soft toy making.