

Currently working as a production assistant and runner for Ridley Scott Associates, based in their London office. I'm also a freelance Production Assistant with recent credits on feature films, commercials and TV shows. Often work as a set-runner for RSA Films, primarily on commercials and music videos. Film and English Literature graduate from The University of Manchester.

Skills

- Experienced working on location and studio shoots, handling talent, clients and directors, doing lock-offs.
- Ability to create and distribute callsheets, shoot schedules and parking plans, can alter and develop director's treatments, board up storyboards, write POs, handle petty cash and complete expenses.
- Competent in offline video editing, sound editing and basic colour correction.
- Can create PPM documents, complete location, image and video research, pencil shoot equipment and crew.
- Experienced in generating still and moving assets for social media, can create and run websites on Wix.
- IT literate in Microsoft, Google and Adobe suites.
- Experience running rushes, booking travel & accommodation, setting up zoom meetings.
- First Aid trained and Fire Warden certified.

Recent Credits

In-house Production Runner | Ridley Scott Associates London | Sept 2023 - Present

- o Organising travel and accommodation for directors, producers, clients, booking locations and meeting rooms.
- o Finding quotes and pencilling shoot locations and equipment, pencilling crew, organising crew parking.
- o Runs to kit houses, post-production houses, costume cupboards, prop houses and running rushes / drives.
- o Developing directors treatments, opening/closing/running the building, completing stock-take, replenishing stock.

Talent Runner | Sky Arts | Storyvault Films | Landscape Artist of the Year | July 2024

- o Personal talent PA for a well-respected TV presenter, ensuring he is looked after and in the right place.

Production Assistant | Apple Studios & Plan B Entertainment | F1 | dir. by Joseph Kosinski | June 2024

- o Lock-Off PA for the second unit stunt team, working for the 1st AD, stunt co-ordinator and pyrotechnics team.

Production Runner | LadBible | Sky Social Media Commercial Campaign | June 2024

- o In-charge of getting necessary release forms, running Lock-offs, looking after talent, taking lunch orders.

Production Runner | LadBible | Google Commercial Campaign | June 2024

- o Liaising with unit drivers, running lock-offs, kit guarding, taking drinks orders, handling/looking after talent.

Production Assistant | Darling Films London | Royal Kingdom TV Commercial | Mar-Apr 2024

- o Boarding up storyboards, putting together Pre-production documents and creating and distributing callsheets.
- o Editing casting reels and documents for clients, communicating with the casting director and talent agents.
- o Requesting and collating contracts, NDAs and Invoices. Pencilling crew, dining buses, honey wagons and props.
- o Booking transportation for clients, cast, producers and directors.
- o Ensuring everything ran smoothly onset, helping with lock-offs and looking after the talent and director.

Production Runner | Black Dog Films | Short Film Dir. by Abubakar Salim | Dec 2023

- o Helping with Lock-offs, overseeing and escorting talent, running errands and organising set catering.

Production Runner | Black Dog Films | Simon Pegg x Rick Astley Music Video | Nov 2023

- o Helping with lock-offs, looking after talent, setting up and striking unit base, general assistance to director.

Education

1st Class Degree with Honours | BA English Literature and Film Studies | The University of Manchester | 2020 – 2023