

EMMA CLARKE

Runner // Production Assistant

Brighton // London

07815 733587

Emma.clarke@rocketmail.com

Currently working a six-week contract with Ricochet, so I am available from the 11th April. Looking to put my skills into practice on either a short or long form production. I have bases in Brighton and London, am over 21 years old and have my own vehicle.

EMPLOYMENT

Runner March-April 2016	In-house role. Organising archives. <ul style="list-style-type: none"> Assisting with the movement of tapes from one storage facility to the other. 	Ricochet LM: Emma Hasler
Runner 19 th Feb 2016	The Rebel (Television)	Retort TV LP: Sam McCole
Associate Lecturer Sept 2015 - Present	University of Chichester Film Department	LM: Michael Holley
Line Producer Sept-Dec 2015	Cured (Short Film) <ul style="list-style-type: none"> Organised casting, secured location permits, scheduled pre-production. Handled the petty cash budget and receipt reconciliation. Production paperwork such as call sheets, location assessments, actors equity contracts. 	Trundle Films LM: Michael Holley
Runner Nov 2015	Haribo (Commercial)	Quiet Storm PM: Paul Coward
Runner Nov 2015	This Damnation (Short Film)	10 Green Bottles Ltd. PM: Una Saplamides
Production Assistant Sept-Dec 2014	Brandy and Pep (Short Film)	Trundle Films LM: Michael Holley
Production Assistant Dec 2014	100'000 Genomes Project (Corporate)	Black Label PM: Jules Fennel

WORK EXPERIENCE

Work Experience Feb 2016 (One week)	Revolution Films	LM: Marissa Montgomery
Office Assistant October 2014 (One week)	White Lantern Film	LM: Elaine Davey

EDUCATION

BA Digital Film Production 2011-2014	University of Chichester	1 st Class Honours
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SKILLS

Microsoft Office
 Basic Movie Magic scheduling
 Polite telephone and email manner.
 Organised and fast learner.
 Comfortable handling petty cash and receipt reconciliation.
 Clean driving license with own vehicle. (Over 21)

Completed the Floor Runners Bootcamp (August 2015)
 First Aid trained (St Johns Ambulance 3 day course – Oct 2015)
 Completed the Creative Skillset online course 'Film Production' (Future Learn, Feb 2016)

Referees:

Cordelia Hardy
 First Assistant Director
Cordycarr@me.com

Michael Holley
 Lecturer at the University of Chichester
Michael.Holley@chi.ac.uk