

Maisie Lucas Locations Production Assistant

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I have just returned to the UK for summer, having spent a year working in film and TV in Vancouver, Canada. Currently in the Midlands, but looking to base myself wherever work is offered. Excellent communication skills, flexible and adaptable, as I have worked in a variety of roles outside of TV and film also. Experience in TV drama and feature film.

- Ample experience in prep and wrap of various types of location as well as live studio experience
- Excellent IT skills (MS Office, Mac)
- Full, clean UK driving licence & ample experience driving in UK & overseas - over 25
- Competent Spanish language skills

Professional Credits

LOCATIONS PRODUCTION ASSISTANT - GEP MAGICIANS INC - THE MAGICIANS (Jul 2015 - Jan 2016)

New SyFy TV drama, based on novel trilogy. Lead prep and wrap Locations Production Assistant for majority of Season 1, and also on-set PA for several weeks' of shooting.

- Liaising between departments to facilitate efficient set up and wrap of each filming location.
- Acting as the main point of contact for any location-based queries.
- Assisting the 1st AD in maintaining order and quiet on set while filming and calling rolls and cuts.
- Liaising with members of the public to facilitate filming in public spaces.
- Ensuring that all film crew areas were kept clean and well-maintained.

LOCATIONS PRODUCTION ASSISTANT - BOTD FILMS CANADA - BIRTH OF THE DRAGON (Nov. 2015 - Dec 2015)

Feature film: Bruce Lee biopic. Lead prep and wrap Locations Production Assistant for a heritage house location.

- Liaising with rental companies to order protective materials ready for shoot crew arrival.
- Supervising prep crew during set-up and take down of sets.
- Liaised with nearby businesses to ensure noise disruption wouldn't be an issue on shoot days.

LOCATIONS PRODUCTION ASSISTANT - X-FILES TV PRODUCTIONS LTD - THE X-FILES (Aug. 2015)

Revival of the original drama/sci-fi TV series, which came back to Vancouver for Season 10. On set Locations Production Assistant, working on the Drone Team to ensure health and safety measures were maintained while extensive filming with a drone took place. Also assisted 3rd AD in directing extras for a large scene involving 250+ background with vehicles on a large set up.

Other Relevant Experience

MEDIA STUDIES ASSISTANT - DE ASTON SCHOOL, LINCOLNSHIRE (2013 - 2014)

Assisting GCSE and A-Level students with Media Studies classes. Assisting with Photoshop and Sony Movie Maker projects, and as camera person for some projects. Also assisted with essay writing and exam preparation in all Sixth Form (A-Level) subjects.

AUSSIE FARMERS DIRECT - SALES MANAGER (ACROSS NEW ZEALAND AND AUSTRALIA) (2009 - 2012)

National home delivery service, delivering weekly groceries from local farms to customers' doorsteps. My position was in the Sales Department recruiting, training, and managing teams of sales reps, working to sign customers up to the service. My work also involved driving sales teams around the country in a Sprinter van,

putting together training manuals and running recruitment and trainings days, managing events at local schools and fetes, and working with franchisees to generate marketing ideas.

THE SCOTSMAN PUBLICATIONS LTD. - ADVERTISING SALES EXECUTIVE (EDINBURGH, SCOTLAND)
(2008 - 2009)

Working primarily in the Travel Team of national broadsheets, The Scotsman and Scotland on Sunday, and bi-monthly glossy magazine, The Pulse. Responsibilities included raising features on a monthly basis and working to source suitable clients, assisting in the development of initiatives to increase new media (online) revenue, negotiating rates and packages with clients over the telephone, booking and designing advertisements according to client specifications, and processing copy, artwork and payment for all advertisements. The role also involved overseeing campaigns and reacting to any client issues in order to maximise exposure.

PRESS OFFICER - UNDERBELLY AND IMPRESSIVE PR, EDINBURGH (2007 - 2008)

Working two consecutive summers for the Edinburgh Fringe Festival for London-based PR/production companies, Underbelly and Impressive PR, both of whom managed PR for some of the Fringe's biggest shows, including Stewart Lee, Jim Jefferies, and Josie Long.

Education

BA(Hons) Media & Culture - First Class - Queen Margaret University (2003 - 2007)

12 GCSEs & 4 A-Levels achieved - Lincoln Christ's Hospital School (1994 - 2001)

References available upon request