

Charles Ford Adams

Production/Office Runner - Manchester

Objective

An organized, proactive creative who applies a methodical outlook to problem solving. Actively seeking to learn and aspires to be a Producer in film and high end television.

Additional Skills

- Proficient in Microsoft office
- Self-shoot using DSLR's such as Canon 5D mkiii, 600D etc.
- Rig camera/ light/ sound equipment
- Logging and transcribing
- Competent using editing software such as Final Cut Pro X/ Premiere Pro/ Avid

Education

Manchester School of Art
Filmmaking BA (Hons)
2:1

Newcastle College
BTEC Film and Television
Production
x3 Distinction

Contact

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Experience

Television

- **November 2017 - Remarkable Productions** – ‘All Together Now’ – Production Runner
 - Supporting the production office and crew in smooth running of the show
 - Looking after important talent and contributors
 - Ensuring contestants and contributors were kept separate as per rules of the show
- **January – November 2017 - Objective Media Group** – Office Runner
 - Maintaining office supplies
 - Archiving props, paperwork, media
 - Receptionist duties
 - Assisting castings/read-throughs/games testing
- **October 2017 - Panda TV Productions** – ‘Wedding Day Winners’ – Production Runner
 - Liaising between the production office and studio floor at Pinewood Studios
 - Assisting important contributors
- **April – October 2017 - Studio Ramsay** – ‘Matilda and the Ramsay Bunch’ – Production Runner
 - Working on location in London and Cornwall
 - Looking after important contributors
 - Researching and sourcing props
- **March 2017 – Studio Ramsay** - ‘Culinary Genius’ – Office/Production Runner
- **Jan/Feb 2017 – Second Star Productions** – ‘Britain Today, Tonight’ – Production Runner
 - Assisting crew at various locations
 - Researching, admin, logistics planning
 - Live logging
- **September 2015 - BBC/ Meerkat Films** - ‘BBC’s Inside Out North East’ – Production Runner/Sound Recordist

Short Films

- **June 2016 – Nimbus Productions** – ‘Long Gone’ - Production Runner
- **May 2016 – Pukka Films** - ‘The Cocktail Waitress’ – Production Runner

Skills

- Looking after talent and contributors
- Live studio, location and office experience
- Reconciling expenses
- Filling out release forms and other production paperwork
- Researching Props, talent, locations.
- Using comms systems
- Excellent written and verbal communication
- 1st Option first aid and fire warden certified

References available upon request