

MATTHEW STERLING

PRODUCTION ASSISTANT

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An enthusiastic and passionate individual based in the South West area who thrives in roles of responsibility. I pride myself in taking extreme care in what I do, providing the best work I can with thought and focus. Having completed a degree in Film and Television Production, I fully understand the importance of teamwork and the best ways to utilise my skills to work alongside others efficiently. I also hold a full clean driver's licence and have my own car.

EDUCATION

BA (Hons) Film, Television and Digital Production: Bath Spa University
(First Class Honours)

A Levels: St Brendans Sixth Form College, Bristol
(Film A, Drama B, Philosophy B)

WORK EXPERIENCE

2015 – Present: Theatre Royal Bath, The Egg

Working as a practitioner's assistant for theatre groups ranging from children aged 5 to young adults aged 18+. Responsibilities include, taking responsibility for the workshop space as well as the safety of the participants, time management, relevant paperwork and evaluations as well as being able to contribute by joining in the workshops.

2017: Caviar London

Working with the production team at Caviar in London, assisting directors in house on pitches and treatments. I was also an office runner and PA, with responsibilities ranging from answering the phones and keeping the office in order to helping organise music promo shoots with in house producers.

2016: Knucklehead

I was an interning office runner at Knucklehead in London, with responsibilities such as running packages around London and doing research for the sales team. I also helped the in house directors assistant with treatments for upcoming projects.

2016: *Eyes and Prize* dir. Olly Cane

I was a Camera Trainee for part of the production for Brod Films' feature, *Eyes and Prize*. Responsibilities included clapping and loading as well as assisting the 1st AC and Camera Operator.

2016: Films @ 59

I was a work experience runner across the whole post-production facility. Assisting the camera rental department with receiving equipment and making sure it was ready to be sent out again. Working with media management to ingest and log footage. Sitting in on online editing and sound mixing sessions.

2015: TEDx Bristol

Working with Floating Harbor Films as a multi camera operator for the TEDx talks in Bristol. Responsibilities included working as part of a larger team to film coverage for the event as well as with the DIT department.

REFERENCES

Available on request