

EXPERIENCE

- Aug 2018 **FLOOR RUNNER – BBC STUDIOS - CASUALTY**
- Ensuring all cast and crew are accommodated for with food and drink throughout the day
 - Locking off sections of the location from the public when filming is commencing
- July – Aug 2018 **FLOOR RUNNER – BBC STUDIOS – DOCTOR WHO**
- Letting all crew be aware of when filming is taking place
 - Ensuring costume and make-up departments are made aware of any checks required
 - Assisting cast with any scripts/sides that maybe be required
- June 2018 **FLOOR RUNNER – BBC STUDIOS – DAD (Short Film)**
- Assist the 3rd AD with ensuring cast and crew are made aware of what is taking place and at what times
 - Traveling the supporting artists to the set
- June – July 2018 **LOCATION ASSISTANT – BBC STUDIOS – DOCTOR WHO**
- Ensure the location is kept in appropriate condition throughout the day
 - Ensure cast and crew vehicles are parked in the relevant locations
 - Scouting for locations within an approximate area of the unit base
 - Researching for locations, including where the unit vehicles will be situated and the limitations of the location
 - Halting any traffic or members of the public whilst filming is taking place
- April 2018 **PRODUCTION ASSISTANT – IMMIX MEDIA – ROMAN BATH CERMAICS**
- Assist in the editing of several promotional videos
 - Assemble footage reading for editing
 - Log all recorded footage
- Jan 2018 **FLOOR RUNNER – FGREAT STUDIO – PLAYSTATION PLUS**
- Ensure all artists were on set at the correct time
 - Assist the lighting technicians by acting as a stand-in for the artists
- Nov 2017 **FLOOR RUNNER – FGREAT STUDIO – VOTES FOR WOMEN**
- Unload equipment for production
 - Assist in the set-up of equipment, including cameras and lighting

CORE SKILLS

- Adept at Microsoft Office and Adobe Creative Suite
- Experienced at dealing with confidentiality
- Strong at written and verbal communication
- Strong at building relationships
- Very well organised

EDUCATION

- **UNIVERSITY OF GLOUCESTERSHIRE – 2017-2018**
 - BA (Hons) in Film and Television Production (Level 6) – 2:1
- **NEW COLLEGE NOTTINGHAM – 2015-2017**
 - FdA in Film and Television Production – Foundation Degree

REFERENCES

- **TRACIE SIMPSON, PRODUCTION EXECUTIVE**
 - tracie.simpson@bbc.co.uk, 02920 769744
- **IWAN ROBERTS, ASSISTANT LOCATION MANAGER**
 - iwan.roberts@bbc.co.uk, 07943873004

JACK MARTIN RUNNER

GLOUCESTER

Bases across the UK, including
LONDON and BRISTOL

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DRIVING LICENCE

Full clean, 11 years driving
experience

PROFILE:

"I am a reliable and adaptable person, motivated by my ambition and goal to develop a career in TV. I have had to overcome significant challenges in my life that required me to develop flexibility and communication skills. This has been demonstrated in my location, floor-based and production office experience."

GDPR Statement: This CV may be kept on file and distributed for employment purposes.