

Harrison Taylor

Production Assistant

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24 year old with previous experience working as a Production Assistant and Covid Assistant, studied Scriptwriting at Bournemouth University and aspires to be a Production Manager. Full UK Driving License holder since September 2015 and has my own car.

Working Experience

Gravity Media | Production Assistant | 13th July 2022 - Present

- Line Manager: Liz Broberg
- Crewing for Jobs, raising their contracts and dealing with IR35-related queries.
- Processing invoices, raising purchase orders, and assisting with management budgets
- Creating Risk Assessments and distributing them to the relevant Production Partners.
- Being point of contact for crew out of office hour
- Offering General Administrative Support across the department, being a point of contact for freelancers and suppliers.
- Completing post-production paperwork; (i.e. music cue sheets) where relevant.
- Arranging airport transfers and taxis.
- Drafting Visa application letters and generating travel insurance documents.
- Ordering and packing stationery for events.

Ralph Lauren Shoot | Kerry Danson Productions | Set Production Assistant | 1st - 3rd June 2022

- Line Manager: Pete Jung
- Marshalling members of the public away from filming, managing on set refreshments, helping with transportation of equipment and Ralph Lauren clothing, ensuring set and unit base is kept clean and tidy.

Mission Impossible 7/8 | Jupiter Springs Production | Covid Production Assistant | 9th - 20th May 2022

- Line Manager: Mark James
- Working off set assisting with chasing up cast and crew Covid testing and ensuring Protocol (i.e. face masks are worn, social distancing, etc) is followed alongside ensuring all departments and catering areas are adequately stocked with PPE and ordering more if required.

Invasion | AppleTV | Check-In Production Assistant | 18th February 2022 - 14th April 2022

- Line Manager: Lindsey Graham
- Working on set checking in cast and crew using Carbon, enforcing on set compliance around set (i.e. face masks are worn, crew are social distancing as much as possible), and managing ventilation machines between takes. Have also led crew covid testing at prep/strike locations.
- Transferable skills: Resilience, approachable, teamwork.

Bauer Media Group | Social Media Assistant | 1st March - 31st August 2021

- Line Manager: Jaime Strang

- Working across 17 regional social media accounts for 3 different Bauer radio brands with a combined Facebook following of 246k likes.
- Responsibilities:
 - Creating localised social media content.
 - Historical research into the transmission areas.
 - Researching on-air content for presenters.

Golfing World | IMG | Production Assistant | 2nd September 2019 - 22nd December 2019

- Line Manager: Beth Napthine
- Working on over 20 hours of broadcasting a month across 3 different formats.
- I have done additional work for IMG on the International Swimming League and The Official 147th Open Championship film, both with similar responsibilities to a Script PA.
- Responsibilities at Golfing World:
 - Completing production paperwork (e.g. music cue sheets, etc).
 - Preparing the show's script ready for voiceover, including timecoding and transcribing features.
 - Assisting the programme's producer in preparing the script for broadcast.
 - Present at 5 voiceover sessions a week to support with script changes.

Job Specific Experience

- Strong organisation and time management ability.
- Good interpersonal and teamwork skills.
- Excellent written and oral communication skills.
- Experience with Google Drive and Microsoft Office (inc. Excel/Google Sheets).
- Good interpersonal and teamwork skills.
- Touch-typing with an average word-per-minute of 67 (self-taught).
- Good level of experience with both Windows and MAC operating systems.

Interests

Player-manager of a 6-a-side football team, play rugby for Bournemouth 4th team, cookery, creative writing, golf (21 handicap), pub quizzes.

Education

Bournemouth University, Bachelor of Arts with Second Class Honours (Upper Division) in Scriptwriting for Film & Television, 2016 – 2019

Corfe Hills School, Poole, 2011-2016

- 3 A-Levels (A-C, inc. English Language), 11 GCSE (A-C, inc. English and Maths)

In line with GDPR regulations, I consent to you keeping my details on file for any future employment opportunities.