

# Amy Harris

Production Assistant

Based in Bristol and willing to travel

Mobile: 07581 295 031

Email: [amyharrisfilm@gmail.com](mailto:amyharrisfilm@gmail.com)

## Relevant Skills

- Full Clean UK driving license with own car (can drive larger vehicles)
- Safe Management of Productions Passport (exp. 03/2021)
- Coronavirus Basic Awareness on Productions Certification (2020)
- Albert Sustainable Production Certification (2020)
- Can use various editing software (Premiere Pro, Avid, DaVinci Resolve, Baselight)

## Employment History

Role	Date	Company	Notes
Post-production runner (placements)	Oct 2018 & Sept 2019	Films at 59	<ul style="list-style-type: none"><li>- Maintained facilities and equipment for edit of unscripted productions (BBC/Channel 4).</li><li>- Transported kit, personnel and drives to location.</li><li>- Delivered production documents to colleagues.</li><li>- Kept kitchen areas clean and well-stocked.</li></ul>
Content Development Intern	Sept 2018	TwoFour (London)	<ul style="list-style-type: none"><li>- Assisted with pitches and treatments for Channel 4 daytime commissioning process.</li><li>- Took meeting minutes.</li><li>- Collated visual material for accompanying mood boards.</li><li>- Edited sizzle trailers.</li></ul>
Co-producer	Nov 2017	London Concertante Orchestra	<ul style="list-style-type: none"><li>- Commissioned to record full length concert for promotional purposes.</li><li>- Hired camera, lighting and sound equipment</li><li>- Conducted a recce and drafted risk assessments.</li><li>- Organised crew and artists.</li><li>- Arranged deliverable deadlines.</li></ul>
Production Management Assistant	Sept 2014 – Jan 2017	Inhouse Media Co. (Student-led company)	<ul style="list-style-type: none"><li>- Produced events coverage and promotional videos for the University of Bristol and local businesses.</li><li>- Drafted call sheets, budgets, cast/crew lists and shoot schedules.</li><li>- Ensured all deliverables were completed by prearranged deadlines.</li></ul>

PR and Events Intern	Jan – Apr 2014	Academy Music Group	<ul style="list-style-type: none"> <li>- Completed admin, press archive and inbox management.</li> <li>- Rectified queries via email / telephone.</li> <li>- Updated social media platforms with news and visuals.</li> <li>- Communicated with freelance photographers and negotiated fees for company usage.</li> </ul>
Assistant Production Co-ordinator	Oct 2013	Oxjam Music Festival	<ul style="list-style-type: none"> <li>- Assisted with line-up scheduling.</li> <li>- Liaised with local venues and organised the hire of premises.</li> <li>- Arranged green room spaces.</li> </ul>

### Relevant Activities

- Participant in the BFI Network Weekender (2020)
- Mentored by Alison Sterling (Producer, Ignition Films), 'Widening the Lens Initiative, 2020' in partnership with Encounters Film festival.
- Developing a 6 x 30 minute comedy-drama series with Carnival Films and Global Action Plan. Flickers of the Future Initiative 2020.

### Education

NFTS (Leeds)	Production Assistant (Scripted)	Diploma	2020
University of Bristol	MA Film & TV Production	Distinction	2019
University of Bristol	BA English Literature	First Class (Hons)	2017

### References are available upon request.

\*GDPR Statement: This CV may be kept on databases and distributed for employment purposes.