

LUCIE RIGBY

Production Runner

SCREENSKILLS UK COVID-19 OFFICER TRAINED

TEL: 07528436857 EMAIL: lucierigby98@gmail.com

Liverpool | Clean driving license 2016-present | Canon 5DMKIII Kit

Experienced Production Management Assistant, Runner, and Creative Skillset Accredited Graduate of BSc Film and Television Production looking to continue supporting the industry in production roles. Able to drive & provide own camera kit where needed. I currently work in MediaCityUK, but live in Liverpool.

I am experienced in office, as well as studio based and on location shoots.

On-Set Production Assistant & Runner Experience

Equinox Productions, TVC	Plantur 39	Sept 2020
Equinox Productions, TVC	Vagisan	July 2020
Equinox Productions, TVC	Victoria Plum	March 2020
Equinox Productions, TVC	Asda	February 2020
Equinox Productions, TVC	Bright Horizons	February 2020
Fremantle, ITV	Britains Got Talent	Dec 2019
Dancing Ledge Productions, BBC Two	The Salisbury Poisonings	Nov 2019
Mammoth Screen, BBC One	The Pale Horse	Aug - Sept 2019
Cine Fromage, Sky Arts	Icon	July - Aug 2019

Relevant Work Positions

Equinox Film & TV Productions **Production Management Assistant** **2020 - Present**

Production management assistant based in MediaCityUK responsible for aiding multiple production teams simultaneously in the creation of television commercials. Highly experienced in organising talent, accommodation, crew, and travel, as well as co-managing the creation of important paperwork, including schedules, budgets, bookings, client documentation, risk assessments, and diary management.

Film and Television Charity **Associate** **2019 - Present**

Currently acting as an associate of the Northern Film and Television Charity under the scheme Open Horizons 2 alongside other skilled members of the entertainment industry. This is a scheme for working class northern filmmakers to have more opportunities in the industry.

National Museums Liverpool **Events Management Assistant** **2019**

Events assistant ensuring the logistical, administrative, and physical smooth-running of events placed on by the National Museums. Responsible for important paperwork relating to the events, including travel, bookings, locations, schedules, and budgets.

Soul Candy Events **Management Assistant** **2018-19**

Management assistant to help promote, organise, and finance Soul Candy Events, with responsibility over the logistical control of the company.

Griffiths & Armour Insurance Brokers **Admin Assistant** **Summer 16/7/8/9**

Office admin position working alongside important projects, diary keeping, client records, using newly installed software, as well as ad-hoc office tasks. Aiding company members with the creation of schedules, diaries, meetings, financing, and other important paperwork.

Cannes Film Festival **Freelance Journalist** **2018 - 20**

Invited to receive an All-Access Pass to the 71st, 72nd, and 73rd annual Cannes Film Festival in order to act as a journalist for a small film reviewing company. Able to meet multiple deadlines quickly and write in excellent prose.

Channel 4 Random Acts **Filmmaker / Alumnus** **2017**

Personally funded by UK network Channel 4. Over the course of a year, wrote, produced, and directed a film for their creative project "Random Acts North". Now acting as an alumnus encouraging media based careers in younger individuals.

Faculty of Arts and Creative Technology Assistant Curator 2016

Aided curation of a number of events at a renowned gallery in Liverpool, involving notable pieces such as Shia LeBeouf's "Touch My Soul". Responsibilities included social media management, marketing, correspondence, and organisation.

BFI & Faculty of Arts and Creative Technology Filmmaker / Alumnus 2015

Personally funded by the British Film Institute to gain specialised knowledge in filmmaking. Now acting as an alumnus encouraging media based careers in younger individuals.

Education

Skills

University of York

BSc Film & Television Production, 2:1

West Kirby Grammar School

A-Levels, 12 GCSEs

Highly skilled in computer software including Adobe, Microsoft, and Apple Mac.

Experience working with the public.

Qualified to work with young persons & vulnerable adults.

Familiarity with all necessary paperwork involved in television production.

References

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- loissaunderswork@gmail.com
The Pale Horse Contact
 - ryanandrews@fremantle.tv
Britain's Got Talent Contact
 - simon.vanderborgh@york.ac.uk
Academic Supervisor
 - laurasm@equinox-tv.co.uk
Equinox Lead Producer

LinkedIn: Lucie Rigby | **Instagram:** @luce_canon_ | **Talent Manager:** Lucie Rigby