

# EMILY DARLINGTON

07720663988// EmilyDarlingtonfreelance@gmail.com//Liverpool Based

Production assistant  
Researcher  
Location  
Assistant/Marshall

Production Secretary  
Contracts Coordinator  
Talent Booker  
Runner

## ABOUT ME

After a career of working in Entertainment Management and Project Management, I returned to the Liverpool Institute of Performing Arts, to study for a bachelors degree in Management of Music, Events, Entertainment, and Theatre. I am now building a career in TV and Film production. I have a passion for storytelling and creating TV and Film of a high standard.

## SKILLS

- Project Management
- Premier Pro
- Coronavirus basic awareness on production
- PMI
- Production accounting
- Full UK Driving Licence and Own Vehicle (Aged Over 25)
- LexisNexis
- Administration

## EXPERIENCE

**2023 - 2023 Development project** - Optomen - Logger  
**2023 - 2023 Festival of Remembrance** - BBC STUDIOS - Production Runner  
**2023 - 2023 The Blinders** - Music Video - Matte Black London - Runner  
**2023 - 2023 Impossible builds** - Channel 4 - Runner  
**2023 - 2023 Can't sell, must sell** - Channel 4 - Runner  
**2023 - 2023 Real Housewives of Cheshire** - ITV - Locations Runner  
**2023 - 2023 Full Swing** - Netflix - Production Assistant  
**2023 - 2023 Heads Of State** - Amazon - Location Marshall  
**2022 - 2023 Holly Adams Casting** - Talent Booker - For TV shows including BBC's Celebrity Antiques Road Trip, Discovery's - Help My House is Haunted and ITV's The Real Full Monty  
**2023 - 2023 Steph's Packed Lunch** - Channel 4 - Researcher  
**2022 - 2023 Steph's Packed Lunch** - Channel 4 - Contracts production coordinator  
**2022 - 2022 Ridiculous** - ITV - Production Secretary  
**2022 - 2022 Steph's Packed Lunch** - Channel 4 - Runner  
**2022 - 2022 Two Four - ITV** - Work Experience - Casting  
**2022 - 2022 Steph's Packed Lunch** - Channel 4 - Work Experience - Shadowing Runner, Floor Manager, Lighting and Camera and Editorial Teams

## EDUCATION

2022 - Ongoing Goldsmiths, London - MA in Filmmaking (Producing)  
2019 - 2022 - Liverpool Institute of Performing Arts  
BA Hons - Management of Music, Events, Entertainment, and Theatre  
2005 - 2007 - Salford University  
HND - Media Performance  
2001 - 2005 - Knowsley Community College  
BTEC First and BTEC National Diploma - Performing Arts

I HEREBY CONSENT TO THE PROCESSING OF THE PERSONAL DATA IN THIS CV BY ANYONE WHO RECEIVES THIS CV FOR THE SOLE PURPOSE OF CONSIDERATION OF MY SKILLS AND EXPERIENCE FOR PROFESSIONAL OPPORTUNITIES.

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## EXPERIENCE

**2020 - 2023 - Trailer Park Productions** - Managing director

An Independent production company specialising in shorts, drama, and documentary.

**2019 - 2019 - Reckless Kid Films** - Producing Assistant

Managing Call Sheets, Casting, Booking Travel and Accommodation, Organising Catering.

**2016 - 2019 - UnLtd** - Business support consultant

Processing funding applications, reviewing and processing grant applications, social impact measurement, delivering training and facilitation, client management and business development for clients.

**2013 - 2016 - New collective** - Founding team member

Founded and ran New Collective, a market insight agency. Working with businesses to engage young people to get involved in projects ranging from housing solutions, community development, mental health services. Reached finals of national business competition for start ups, Ideas Britain.

**2013 - 2016 - World Merit** - Founding team member/Project manager

Launch and development of an online social platform for members to earn opportunities by taking local social action and documenting this to receive points/rewards.

Launch of online community, marketing, event management, user management, fundraising, project management.

**2012 - 2013 - Portas** - Internship

Business development internship with fashion retail agency founded by Mary Portas.

**2007 - 2010 - Thomas Cook** - Entertainer/Entertainment Manager

Forming part of an overseas delivery team to provide quality entertainment to holiday makers. Providing a Two weekly program delivered in resorts including Cyprus, Spain and Turkey. Leading into Managing performances, events, artistes and entertainers across multiple hotels.