

# SARA TILLYER-SMITH

LOCATION DEPARTMENT  
TILLYERSMITHSARA@GMAIL.COM



## PROFILE

Making a career change into locations within the film and TV industry after successful managerial roles in high end hospitality. With a wealth of real life experience and many transferable skills.

## SKILLS

- Hands-on experience on film sets with a previous focus on set decoration, prop sourcing and making. Use of photography and creative skill set.
- Experience in accounts, cash handling & budget management, logistics, liaison and PA work.
- MAC and PC literate
- Script breakdown skills for location scouting, visual references, creative writing and proof reading
- Excellent communication both written and oral
- Managerial skills within project and events sector
- A fast learner, versatile, adaptable and resourceful
- UK driving licence & own car

## EXPERIENCE

**SIMON ROGAN AT HOME, ADMINISTRATION & DISPATCH**  
GRASMERE, CUMBRIA | NOV 2020 - PRESENT

**WORDSWORTH TRUST, VOLUNTEER ARCHIVIST & CURATOR**  
GRASMERE, CUMBRIA | FEB 2020 - PRESENT

**WITCHMOUNTAIN / COUNTRYFILE, CREATIVE PA**  
CUMBRIA | SEPT 2020

**THE GREAT (SERIES) PA TO 1AD & SET DEC ASSISTANT**  
3 MILLS STUDIO, LONDON/ITALY | JAN 2020 - FEB 2020

**ESTATE OF THE ARTS, STUDIO OWNER/ EVENTS ASSISTANT**  
BRISTOL | APRIL 2017 - JAN 2020

**TARE, RESTAURANT MANAGER, ACCOUNTS, PAYROLL, LOGISTICS**  
BRISTOL | APRIL 2018 - JAN 2020

**BULRUSH, RESTAURANT MANAGER, ACCOUNTS, PAYROLL, LOGISTICS**  
BRISTOL | AUGUST 2016 - APRIL 2018

**WINDMILL FARM, CREATIVE WORKSHOP FACILITATOR**  
BRISTOL | JANUARY 2018 - JANUARY 2020

**BRITISH CRAFT TRADE FAIR, VISUAL MERCHANDISE ASSISTANT**  
HARROGATE | 2015, 2016

**OSMOTHERLEY THEATRE GROUP, STAGE DESIGN, PROPS**  
NORTHALLERTON | SEASONAL

**OLD SAWMILL/WILLOWMAN/GLASTONBURY, STAGE DESIGN AND MANAGEMENT, ARTIST LIASION, ART ASSISTANT**  
VARIOUS | SEASONAL

**FREELANCE DESIGNER**  
VARIOUS | 2015 - PRESENT

## EDUCATION

**INTRODUCTION TO LOCATION MANAGEMENT**  
NFTS WITH JODI MOORE | 2021

**SKILLS TO SCREEN**  
SCREEN SKILLS | 2021

**THE ETHICS OF CULTURAL HERITAGE  
CREATIVE WRITING & CRITICAL READING  
STUDYING THE ARTS & HUMANITIES  
COMMUNICATION & MANAGEMENT**  
OPEN UNIVERSITY | 2020- PRESENT

**PRINCES TRUST ENTERPRISE SCHEME**  
PRINCES TRUST | 2019- 2020

**WORKING WITH INDIVIDUALS WITH DISABILITIES**  
AIM ONLINE EDUCATION (L2) | 2020

**WINE AND SPIRITS DISTINCTION**  
WSET | 2019

**BA(HONS) DESIGN AND ILLUSTRATION 2.1**  
UNIVERSITY OF WEST OF ENGLAND | 2012-2015

**FOUNDATION IN ART AND DESIGN**  
DE MONTFORT UNIVERSITY | 2011-2012