

Emily Hine

Production Assistant & Runner

Bases: London. Happy to Relocate
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Diligent individual, experienced with delivering exceptional service to multiple events and productions. Graduate of Film & TV Production, knowledgeable in pre-production, production and post-production. Strengths involve thriving in fast-paced environments, excelling under pressure, problem solving and contributing my creativity.

KEY SKILLS

- Full Clean UK Driving Licence (Driver 23+)
- Proficient in Adobe Premiere Pro
- Experienced with Sony FS7, C100 & Blackmagic Studio Cameras
- Experienced with Sound Device 633
- Live Studio & O.B Experience
- Proficient in Microsoft 365
- Scripting and timecoding
- Understanding of production and post production documents
- Albert: Applied skills for Sustainable Media Industry
- Production Management Safety Training

WORK

Production Assistant | Premier League Productions - Aug 2024 - Present

- Part of the Production Management team looking after Match Highlights, Review, Generation xG and Team Talks
- Responsible for booking and communicating with Loggers
- Set up Work Order and handled Timesheets for freelancers, and updated cost tracking of productions.
- Creating Call Sheets for Studio Shows and On location shoots.
- Scripting and timecoding for Review Show. Handling post production paperwork e.g Music Cue Sheets

Production Runner | IMG - Aug 2023 - Aug 2024

- Managing the upkeep of craft suites, dressing rooms, studios and live galleries.
- Coordinating meeting room bookings and assisting with IT support.
- Training new freelance runners.
- Assisting on internal events and productions such as Formula One, CBS, EFL, Premier League Productions. ETP

Shadowing Studio Coordinator | IMG- 24th July 2024

- Helping organise and assign crew for productions and edit suite booking requests for clients, creating a call sheet and risk assessment for internal studio event.

Camera Store Assistant | IMG - 25th & 26th June 2024

Runner | World Rugby Japan vs England - 22nd June 2024

Shadowing Experience | Leaders in Focus | Leaders in Sport X IMG - 28th May & 22nd July 2024

- Helping set up and operate Fx3 and Fx9 cameras

Runner | The Masters Snooker | BBC Sports - 6th -12th Jan 2024

Runner | CBS Champions League 'GOAT' promo | Paramount + - 12th Dec 2023

Runner | Mercedes x Nuvei - 10th Nov 2023

Script PA | Rugby World Cup - 30th Oct 2023

Runner | ITF Davis Cup Superfeed - 11th - 14th Sep 2023

OTHER EXPERIENCE

Videographer | Red Trust Bushey

Jan 2024 - Present - Working with the Red Trust to develop and create short promotional videos ranging from 75 seconds to 2 minutes, editing in davinci resolve, shooting on Nikon z50 with Gimbal and using radio mics.

Head of Scripted | York Student Television Society

May 2022 - May 2023 - Running weekly writers room, script editing, helping writer's with development and coming up with new ideas, organising the production of several short film and NASTA silver award winning web series.

EDUCATION

2:1 in BSc: Film & Tv Production at the University of York. Screenskill Accredited.