

**JENIVA JOSEPH**  
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**I'm a Black British creative and entry level production secretary who wants to gain more experience at a production company. I'm eager to get on board a longer termed project and can't wait to gain a better understanding of what it takes to set up a production and see it through to post. I also look forward to being on set and more practical tasks as well as adding to my admin experience. I take pride in being someone with a positive mindset who always keeps the vibe high and finds a way to get the job done. I am also first aid trained and have completed Albert sustainability training.**

## **WORK HISTORY**

### **Runner - King's Speech at House of Commons**

*BBC Events*

Nov 2023

Roles - File collection and drop offs, food and drink, printing scripts and looking after/escorting talent.

### **Production Secretary - Loaded in Paradise S2**

*ITV/TwoFour*

*June - Oct 2023 - Greece/London*

Roles - Receipt reconciliation, invoices and expenses, Updating the PO log, booking accommodation and locations, updating calls sheets, creating the unit list, audition paperwork with the cast, setting up contracts with suppliers, organizing wrap party/crew dinners & assisting on location from Pre - Postproduction. I was also on location in Greece for 3 weeks assisting with the day to day running of the shoot working with various departments.

### **Logger/Rushes Runner - RHS Chelsea Flower Show**

*BBC Studios*

MAY 2023

Roles - Logging takes, taking care of crew, cordoning off crowds and runner rushes back to the ingest

*Runner/Logger/Camera Assistant*

### **24 hours in A&E**

*Channel 4*

*MAY 2023 - Nottingham*

Roles - looking after crew in gallery, doing GV's with camera team & working as a logger using 'Lumi'.

### **Production Assistant/Admin - The Screen Community**

*MAR 2023 - MAY 2023*

Roles - corresponding with clients, setting up courses, running, booking permits, release forms and casting actors and crew.

**Locations Marshall - Heart of Stone**

*Netflix/Universal Studios*

MAR 2023

Roles - Banking cranes, setting up easy ups, stopping the public between takes, sorting food and drinks for crew, loading and unloading equipment from the truck and using comms.

**Runner - Festival of Remembrance at the Royal Albert Hall**

*BBC Studios*

NOV 2022 | NOV 2023

Roles - Standing in, looking after talent, using comms, escorting talent, file collection & food and drink.

**Production Runner/Sound team - The One Show**

*BBC Studios*

OCT 2022 | JAN 2023 | JULY 2023

Roles - using boom mic, looking after talent, dropping off memory cards & guarding kit, standing in, assisting camera team and sound op, looking after talent, food and drink, picking up equipment, guarding kit and light/tripod set up.

**Production Runner - HM Queen Elizabeth II Funeral**

*BBC Events*

SEPT 2022

Roles - Escorting, looking after guests, food/drinks, collecting and dropping off files.

**Camera Assistant Trainee - Coming to Lunch**

*Kate Herron*

MAR 2022 - APR 2022

Roles - Camera Assistant - ARRI, Pulling Focus, Framing , Notes of Slats & Takes, Light setup

*GDPR: I consent to my CV being kept on file and distributed for future roles.*