

James Barclay – Devine
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Runner

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I'm James Barclay – Devine, I am currently a Master of Arts Television Production student and I'm due to graduate in July 2021. I've had a varied career with transferable skills, I learnt during my time as a Business Support Assistant, which includes organising meetings with internal and external colleagues, creating agendas and completing risk logs. The skills I have learnt during my degree are booking contributors and talent, researching locations and editing on Premiere Pro.

Student Credits

Role	Production	Dates	Company
Producer	Beyond Disabilities	February 2021 – Present	The University of Central Lancashire
Assistant Producer	Behind Closed Doors	February 2021 – Present	The University of Central Lancashire
Vision Mixer	Just My Type	February 2021 – Present	The University Of Central Lancashire
Production Runner	Just My Type	February 2021 – Present	The University of Central Lancashire

Key Skills

Production : Beyond: Disabilities – a documentary, I produced during my MA Television Production degree about my own experiences about living with Autism – **Roles : Producer and Editor** – **Skills:** Booking equipment, Researching locations , Booking contributors and talent, Editing using Adobe Premiere Pro 2019 – 2021, Filming on a Canon C100, Organising production meetings, Completing COVID 19 and production risk assessments, Using radio mics and lighting panels, Booking equipment and Ensuring Talent and Location Release forms were sent and completed correctly. **Company** – The University of Central Lancashire

Production : Just My Type – A dating show, that I worked on for my MA Television Production Degree featuring a main male contestant and three female contestants, at first they only communicate by messages and they get to know each other through different apps, then the male contestant chooses who he'd like to meet face to face to go on a date with. **Roles : Production Runner and Vision Mixer** – **Skills:** Ensuring the talent were comfortable and looked after, Ensuring that the talent release forms were correctly completed, Helping to set up the set for the filming days, Collecting equipment and Following the Director's instructions to ensure the correct remote camera shots were captured correctly.

Production: Behind Closed Doors - A documentary I worked on during my MA Television Production Degree about male radicalisation. **Roles: Assistant Producer** – **Skills:** I completed ad hoc tasks including booking locations and completing risk assessments. **Company:** The University of Central Lancashire.

Transferable Skills

Company: Cheshire East Council - Role: Business Support Assistant – I worked as a Business Support Assistant and Business Administration Apprentice in the Projects and Change and Communications teams. **Skills:** Recording minutes, Creating agendas, Using the Microsoft 365 suite of programs including Word, Outlook and PowerPoint, Creating and maintaining complex file systems on SharePoint, Organising meetings with internal and external colleagues at all levels and making refreshments

Company: Co-op Food – Role: Customer Team Member – I worked as a Customer Team Member at Co-Op Food. During this time I learnt how to communicate with members of the public. **Skills:** Communicating with members of the public professionally, solving customer enquiries, learning how to use the bespoke EPOS system.

Other Training

Coronavirus Awareness Training – Completed April 2021 - Screenskills

GDPR Training – Completed April 2020 – Cheshire East Council

Relevant Employment History – References available on request

Business Support Assistant – Cheshire East Council – Sandbach – 2020

Business Administration Apprentice – Cheshire East Council – Sandbach – 2018 – 2020

Sales Assistant – B&M – Congleton – March 2017 – March 2018

Customer Team Member – Co-op Food – December 2014 – March 2017

Education

MA Television Production – The University of Central Lancashire – September 2020 – July 2021

BA Hons Broadcasting, Journalism and Media Communications Degree – Glyndwr University – September 2011 – July 2014 – Upper Second-Class Honours Degree