

EMILY RINGE

LOCATIONS

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I would like to get into the Location Department in Scripted and am looking for Location Marshalling & Location Assistant roles. I have spent 7+ years in Unscripted Television having worked my way up from a Runner to Assistant Producer on established household name shows. I have always wanted to crossover to Scripted and feel I have the necessary transferable skills to do so, having years of on-set experience, as well as experience of location scouting, acquiring access and conducting recces. I am incredibly driven, hard working and personable and would love to get my foot in the door.

SKILLS

- *Exceptional organisational skills.*
- *Negotiation skills for access.*
- *Proficient with MS Office & Mac Software.*
- *Talent and Contributor management.*
- *Car owner with full, clean UK licence.*
- *1st Option Risk Awareness Safety Training.*
- *Comprehensive Research Skills.*
- *Leadership.*

EXPERIENCE

ASSISTANT PRODUCER - Various TV shows including *The Jonathan Ross Show, Mock the Week and David Mitchell's Outsiders.*

2021 - CURRENT

- **Research, Forward Planning & Negotiation:** Organised shoots in advance to ensure smooth delivery. This included but was not limited to: sourcing and securing the best locations, props, costume and casting and organising crew and talent, all within the time frame and budget of the project.
- **Adaptability, Flexibility & Problem Solving:** Constantly worked to tight deadlines with the ability to quickly adjust to new challenges, while maintaining a high level of professionalism and performance.
- **Communication and Interpersonal Skills:** Collaborated with various departments on set as well as high profile talent to maintain communication throughout the team.
- **Production Paperwork:** Wrote up and managed call sheets & schedules and contributed to risk assessments for location shoots.

LOCATION / STUDIO RESEARCHER - Various TV shows including *Back of the Net, You Vs. Chris and Kem and Take Off with Bradley and Holly.*

2018 - 2021

- **Location Management:** Regularly secured locations and managed communication between business owners and members of the production team while on site.
- **Building Collaborative Relationships:** Created and maintained strong connections within the industry to benefit projects and my own career progression.
- **Development & Testing:** Worked out the best and safest ways to perform on screen tasks and challenges for contestants and talent.

LOCATION / OFFICE / FLOOR RUNNER - Various TV shows including *Catchphrase, CelebAbility and Lucy Worsley's Fireworks for a Tudor Queen.*

2017 - 2018

- **Floor & Location Running:** Constantly preempted the needs of the team, drove team members to and from location and completed all the usual tasks of a runner on set.
- **Office Management:** Prioritised tasks, managed diaries and coordinated meetings for Executives and the wider team.

EDUCATION

Norwich University of the Arts (2013-2016)

First Class Bachelors Degree (Hons) in Film and Moving Image with Vice Chancellors Commendation for my Graduate Short Film, *Where We Were.*