

# JOSH THOMPSON

## PRODUCTION ASSISTANT

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### **Personal Profile**

Having completed my filmmaking undergraduate degree at UWE, I'm looking for entry-level work in the film industry to kickstart my career. I am proactive, organised, and detail oriented, having specialised in the roles of producing and production management in my degree. I have previous experience in an office-based environment and find myself to be well-suited to this workstyle. I can provide a letter of recommendation from my most recent employer upon request.

### **Relevant Skills**

- Clear and concise communication style
- Proficient in MS Office applications and ability to learn new software as required.
- Production Documentation budgets, schedules, reports etc.)

### **Relevant Training**

- Excel Essential Training (LinkedIn Learning - Apr 2023)
- Addressing unconscious bias: basic awareness in the workplace (Screenskills - Mar 2023)
- Sustainability in Media Industries (Albert - Apr 2023)

### **Work History**

**Media & Marketing Assistant (Clifton Suspension Bridge Trust): Feb 2024 - Present**  
**Exec: Laura Hilton | Line Manager: Emily Larsen**

-Providing assistance to the Social Media & Marketing Manager to ensure swift & efficient workflow.

-Researching the history, architecture, and trivia of Clifton Suspension Bridge and turning the findings into tailored social media content.

-Creating and maintaining a monthly content calendar to quantify the amount of content being sent out and keep the team in the loop on what is being posted.

-Engaging with and responding to audiences across a range of platforms including Facebook, Instagram, Twitter and TikTok, speaking with a brand voice to ensure a consistent consumer experience.

-Designing a monthly e-newsletter, conforming to the trust's brand identity, to inform subscribers of relevant information and current affairs at the bridge.

-Using Meta Business Suite to perform content analysis and evaluate social media strategy.

### **Events Management Assistant (Richmond Events Management): Jun-Aug 2023**

**Exec: Ben Hardy | Line Manager: Beth Hill**

- Helping to deliver the Bristol Harbour Festival and Bristol International Balloon Fiesta 2023.
- Creation and upkeep of production documents (production schedule, Gantt chart, contact list, call sheets, pass sheets, etc).
- Reviewing and collating contractor Risk Assessments and Liability Insurances to ensure public and staff safety.
- Assisting with the build/breakdown of event sites.
- Distribution and logging of onsite accreditation and radio allocation.
- Responding to enquires from traders, contractors and the general public via phone, email, and reception desk.
- Handling payments at the onsite reception desk.

### **Digital Media Asset Archivist (True To Nature): Jul 2022-Mar 2023**

**Exec: Wendy Darke | Line Manager: Lianne Marks**

- Using Axle Software to catalogue digital media assets from the blue-chip natural history Series "Predators", building an archive of footage for future use.
- Working with a team to ensure a cohesive and consistent system for editors to find footage.
- Writing an "Editor's Guide" and accompanying documents explaining the software and categorisation system.
- Extra: In downtime, assisting the Development team research new stories by writing reports on articles/observed animal behaviours/format ideas, summing up key points in aid of the creation of proposals and treatments.

## **Education**

**Filmmaking BA (University of the West of England)**

**Specialisms:** Producing, Production Management

**Overall Grade achieved:** 2:1 (Upper Division)

**Extended Diploma in Creative Digital Media (Richard Huish College): 2019-21**

**Modules covered:** Products & Audiences, Advertising, Pre-Production & Planning, Social Media, Cinematography, Visual & Special Effects, TV Production.

**Grades achieved:** Distinction\* Distinction\* Distinction\*

## **Additional Interests**

- Reading: I like being able to explore new worlds through reading books of varying genres.
- Photography: Taking photos is a relaxing pastime.
- Green thumb: I enjoy bringing a sense of life into my home with a multitude of plants which I dutifully care for.

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