

EMILY CLARKE

PRODUCTION RUNNER

07585772758 | emilykclarke96@gmail.com

Full, clean, UK drivers licence (over 25) | Own car | Liverpool based - willing to commute (North West England)

A passionate and enthusiastic individual with a background in social media content creation, event management and customer service in fast paced environments. My academic background and on set experience have equipped me with the ability to manage multiple tasks effectively, solve problems creatively and communicate clearly.

SKILLS & STRENGTHS

- Adobe Creative Cloud proficient
- Time management and organisational skills
- Budgeting & cash handling
- Microsoft Office proficient
- Used comms / radio
- Experience using Sage

INDUSTRY EMPLOYMENT

Clover (Working Title) (Film)

Role: Location marshal

Feb - Mar 2026

A Town In Nova Scotia (Film)

Role: Location marshal (Dailies) | Location Manager: Jean-Paul Bankes-Mercer | Asst Location Manager: Sam Wagster

Jan 2026

LFC X TH, Zero (Advert)

Role: Location marshal | Production Director: Jennifer Gillen | Producer Lottie Lindsay-Beavan

Dec 2025

G'Wed, ITVX (Comedy)

Role: Production Assistant (Dailies) | Line Producer: Steven Davies | Production Co-ord: Ali Coulson

Role: Location marshal (Dailies) | Location Manager: Dean Short | Unit Manager: Emily Whelan

Aug - Sept 2025

Legends, Tannadice Pictures, Netflix, (Drama)

Role: Location marshal | Locations Manager: Dean Short | Location Manager: Beth McAreavey

May 2025

Such Brave Girls 2, VAL, A24 (Comedy)

Role: Production Trainee | Producer: Catherine Gosling Fuller | Line Producer: Jac Ashton

Dec 2024

OTHER EMPLOYMENT

Bootle Glass Co Ltd -

Office Administrator & Social Media Manager

- Managed and scheduled the company's social media posts, ensuring consistent engagement and prompt responses to customer inquiries.
- Applied problem-solving and organisational skills to handle multiple office tasks in a high-pressure environment.
- Streamlined administrative processes to enhance operational efficiency and meet deadlines effectively.

Aug 2019 - Present | Part-time | Liverpool

Lowndes's -

Social Media Videographer & Sales Assistant

- Produced and edited engaging short form video content for various social media platforms. Assisted in sales at a pop-up shop in John Lewis and Liverpool Christmas Markets, managing stock and processing payments and orders efficiently.

Oct 2024 - Present | Part time | Liverpool

TRAINING

CallTime Ready - 'Production Office and Assisant Directors Department Course'

CTR : c e r t j k s c q f f 7

EDUCATION

MA Documentary - Merit

Liverpool John Moores University

2019 - 2022

BA (Hons) English Literature - 2:1

Liverpool John Moores University

2015 - 2018

Reference available on request

GDPR STATEMENT - THIS CV MAY BE KEPT ON FILE AND DISTRIBUTED FOR EMPLOYMENT PURPOSES