

SIMONE KIRWAN

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PROFESSIONAL SUMMARY

Experienced freelance Director / Producer with a degree in media studies and a background in documentary, production administration and EPK work ranging from small productions to films. Despite a break to raise a family, I have continued to work on a freelance basis and am now looking to develop my skills in TV and Film production and administration.

CORE QUALIFICATIONS

- Writing and developing Treatments and Decks for documentary concepts
- Documentary interviewing and filming skills
- Administrative and organisational skills
- Excellent communication and listening skills
- Basic Final Cut Editing skills
- Full clean driving licence

EXPERIENCE

May 2010 – Present Freelance Filmmaker

- Scheduled interviews and locations
- Organised travel and accommodation for crew
- Created and distributed shooting schedules and coordinated shoot
- Interviewed people of interest
- Recorded and scripted narration
- Filmed and edited for online content

Jan – May 2017 EPK Director for the Drummer and the Keeper

- Filmed behind the scenes and interviewed cast and crew
- Organised and scheduled interviews and locations

Dec 2004 – May 2008 Project Manager Yell.com

- Managed multiple new media projects simultaneously
- Managed communication and relationships between developers and clients

June 2004 – Dec 2004 Production Assistant at Clear Channel Entertainment

- Preparation of contracts for artistes, crew and creative team
- Organised travel, accommodation, rehearsal and audition spaces
- Proofed theatre contracts, created itineraries and general administration

Oct 2003 - June 2004 Promotions and Office Manager at Big Beat Boutique Productions

- Office management and general administration
- Booked artists and organised travel, accommodation and contracts

EDUCATION

BA Hons in Media and English Literature

Class: 2:1

References are available on request