

# TOM WOOLLEY

PRODUCTION OFFICE PA

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## PERSONAL PROFILE

I'm looking to apply my skills to a scripted production office role to continue to learn about the administrative side of the industry as I work towards the goal of becoming a director's/producer's assistant.

My background includes dailies experience in various entry-level roles, independent video/film production and industry training from Create Central's Rock up Ready Skills Accelerator, CallTime Ready and The Network 2022 talent scheme. Currently, I'm completing a CPD Production Bootcamp at Solihull College, where I'm working on two low-budget short films as Line Producer and Production Manager.

I'm also a Film & TV teacher at PQA Wolverhampton, and a Script Analyst / Manager for WriteMovies.com and the West Midlands Screenwriters Forum, managing contests, events, marketing and delivering script coverage. I regularly write, direct and produce my own projects, last year my micro-short film won the 60 Second Cinema Contest, and my documentary web series "This Is My Sketchbook" won Best Online Content at the Birmingham Film Festival 2024.

## SKILLS & INDUSTRY TRAINING

- Car owner with full UK driving licence. (23+)
- Enhanced DBS checked (December 2022)
- Experience working with talent, contributors, and the public.
- Child Protection Company - Safeguarding Children Training (December 2022)
- BAFTA albert Sustainability Training 
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CALLTIME READY CERTIFICATE NUMBER:
- ScreenSkills Training including:
  - Coronavirus basic awareness.
  - Addressing unconscious bias.
  - Tackling harassment and bullying at work.
  - Safeguarding for all.
  - From script to screen.
- The Mark Milsome Foundation - Film and TV Online Safety Passport Course - Certificate Number: 172544867772407
- Understanding of the production process and creating documents including short film call sheets.
- Confident self-shooter with camera training and experience setting up various lights.
- Screenwriting: Development, coverage, structure, analysis, and use of Final Draft.
- Editing: DaVinci Resolve, Avid, & Adobe Suite. 

## FILM & TV DRAMA EXPERIENCE

DATE	ROLE	PRODUCTION	HODs
October 2024	Production Assistant (8 Days)	<b>Gale: Yellow Brick Road</b> Daniel Alexander Films & Chilling Inc	Producer: Tenisha White Line Producer: Aisha Finch PM: Jemma Kinzett
August 2024 Daily	Rushes Driver (1 Day)	<b>Bjorn of the Dead</b> BOTD Film Company Ltd	PC: Lauren Shirley
June 2023 Dailies	Floor Runner (3 Days)	<b>Joan</b> Snowed-In Productions - ITVX	1 <sup>st</sup> AD: Ollie Williamson 2 <sup>nd</sup> AD: Matt Whatton Crowd 2 <sup>nd</sup> AD: Gemma MacMillan-Fox 3 <sup>rd</sup> AD: Fraser Malcolm
November 2022	Floor PA / Rushes Driver (3 Days)	<b>Ticker</b> Split Second Films - BFI Funded Short	Producer: Margaret Milner Schmuck PM: Amy Upton 1 <sup>st</sup> AD: Millan Hart
July 2022 Daily	Floor Runner (1 Day)	<b>Sister Boniface Mysteries</b> BBC Studios - BritBox	1 <sup>st</sup> AD: Giles Dearn 2 <sup>nd</sup> AD: Andrea Ratti 3 <sup>rd</sup> AD: Nicole Howe

April 2022 Daily	Floor Runner (1 Day)	<b>Revolution X</b> Planet X Concept Creations	Producer: Jo Stanhope
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### UNSCRIPTED EXPERIENCE

DATE	ROLE	PRODUCTION	HODs
April 2022 – September 2024 Dailies	Runner (28 Days)	<b>Homes Under The Hammer</b> Lion TV – BBC One	PM: Rachel Hynd PC: Hayley Scott
July – August 2022	Camera Assistant (13 days)	<b>Birmingham 2022 Commonwealth Games Badminton Sports Presentation</b> Progress Productions	Camera Operator: Joe Wilcox Camera Operator: Jonny Rhodes
July 2022	Runner (2 Days)	<b>Richmond Villages Television Commercial</b> Mullenlowe	Executive Producer: Elliot Dollie Production Assistant: Simone Chinogurei 1st AD: Jack Meredith
June 2022	Production Assistant (2 Days)	<b>Champion by UB40 Music Video</b> Daniel Alexander Films	Producer: Aisha Finch 1 <sup>st</sup> AD: Savannah Gallo
June 2022	Runner (2 Days)	<b>Location, Location, Location Season 39 Episode 4</b> IWC Media – Channel 4	Producer: Lubna Malik Assistant Producer: Ross Bloomer
August 2021	Production Runner (5 Days)	<b>The Great British Dig Season 2 Episode 2</b> Strawberry Blond TV – Channel 4	PC: Emily Dias-Geoffroy

### ADDITIONAL MEDIA EXPERIENCE

DATE	ROLE	PRODUCTION / COMPANY	DESCRIPTION
February 2024 – Present	Script Analyst / Coordinator / Manager	<b>WriteMovies.com / West Midlands Screenwriters Forum</b>	Admin of screenwriting contests, events & courses. Marketing and copywriting. Script consultancy. Business management including tracking sales and KPIs.
January 2023 – Present	Film & TV Teacher	<b>Pauline Quirke Academy of Performing Arts Wolverhampton</b>	Teaching practical filmmaking skills to children aged 6-18 by creating short films.
February – March 2023 / March 2024 / January 2025	Script Reader	<b>The TV Foundation New Writers Collective 2023, 2024 &amp; 2025</b>	Reading and evaluating entries for the New Writers Collective – a collaboration between the TV Foundation and All3Media.

### EDUCATION

**BA (Hons) Film, TV and Radio – 1<sup>st</sup> Class | Staffordshire University, 2018 – 2021**  
Key Modules: Film Production Project, TV Studio Production, Screenwriting: Feature Film