

CHARLOTTE MILTON

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Floor Runner/Production Assistant

I have a full and clean driving license. I have my own vehicle.

Based in West Kent - Easily available to work in Kent, Sussex, Surrey and London - Willing to relocate

A passionate Production Assistant and as a Floor Runner across web series, features and short films with a degree in Film and Creative Writing. Experience on set in aiding AD, Locations, Production and Art Departments. Extensive experience across retail and hospitality environments and an ability to bring the organisational, communication and adaptability skills acquired through those industries to set and production environments. Demonstrates effective communication skills and an enthusiasm for taking on new challenges.

Short Film Portfolio:

https://www.youtube.com/playlist?list=PLXkvWhTV_JMn_JO1qKkjMtzGIGFwXGEZJ

Production Experience

- Production Assistant - *The Five Weekends*, dir. Tias Comber - Red Line Stories - June 2026 - UNPAID - Dailies (Feature)
- Set Dresser - *Tethered*, dir. Maya Marie - Best Before Productions - May 2026 - UNPAID (Short Film)
- Production Assistant - *Between*, Aksi Koles - London Creative Collective - Jan 2026 - UNPAID (Short Film)
- Runner (Work Experience) - *Legacy*, dir. David Slade - Harlan Mill Ltd - Nov 2025 - UNPAID (Feature)
- Production Assistant - *Shortchanged* - ScreenLift Studios - Aug 2025 - UNPAID - Dailies (Web Series)
- Writer-Director - Student Short Film, University of Essex - Oct 2022 - Mar 2023 - UNPAID/Student
- Writer-Director - Student Short Film, University of Essex - Jan 2022 - May 2022 - UNPAID/Student

Other Experience

- Volunteer - Sci-Fi London International Film Festival, 25th Edition - Jun 2025 - Volunteer/UNPAID
- Trading Assistant - Sainsburys' - Jan 2025 - Jun 2025
- Sustainability Team - Uplift Film Festival, 2nd Edition, University of Essex - Sep 2023 - Dec 2023 - UNPAID
- Customer Team Member - Co-op/Asda - May 2023 - Aug 2024

Education

- BA(Hons) in Film and Creative Writing - First Class - University of Essex - 2024
- Certificate of Higher Education with Merit (Journalism) - University of Central Lancashire - 2020

Skills

Time management and organisation - I balanced studying full-time and working to help support myself during my degree. At this time, I also planned two short film productions, including creating call sheets, risk assessments and strip boards, as well as leading location scouting, shooting and post-production.

Collaboration, communication and independent working - I have worked in a small art department unit to dress sets and locations. I have extensive experience in retail teams, contributing towards customer service, store targets and stock investigations. While at Sainsbury's, it was my responsibility to manage and investigate stock discrepancies across the store, working independently to resolve issues and working with other departments.

Working with talent - I have experience working with talent on set to cater to their needs and transporting actors to and from set.

Adaptability and flexibility - Through working in retail I am able to adapt to working in new environments, with new people and finding solutions for people. Working on small sets has also taught me how to be adaptable with locations, actors and crew and, within the art department, to adapt to the shooting space.

IT Skills - I have a good understanding of Microsoft Office, Google Suite and Apple programmes and software such as Python. As such, I will be to adapt to and learn about production specific software.

Additional Training

- 4Skills Online Work Experience, Channel 4 Online, 03/2025
- ScreenSkills Training Passport, ScreenSkills Online, 02/2026 (Exp: 02/2027)
- M+C Saatchi Online Training Programme, M+C Saatchi Group, 04/2026