

OLIVIA BROWN

FLOOR/BASE RUNNER

EXPERIENCE

RUNNER

ITV *EMMERDALE* | NOVEMBER 2024-PRESENT

Supporting the ADs on set - locking off, cueing action, managing radios, etc.
Assisting the 3rd AD with cast and SAs.

PRODUCTION ASSISTANT

KOP THAT SH*T (REMIX) MUSIC VIDEO | APRIL 2024

Supervising talent and ensuring they were on set.
Delegating tasks to runners.
Supporting production manager with logistics, coordination & communicating schedule with crew.

PRODUCTION ASSISTANT

RIDE SHOTGUN (COMMERCIAL AGENCY) | MARCH 2023 -
NOVEMBER 2024

Managing and assisting on still photography & video shoots (studio & location)
& post production.
Booking travel & accommodation for crew.
Sourcing talent & negotiating fees.

TRAINEE | *UNPAID*

BEYOND BRONTES/SCREEN YORKSHIRE | AUGUST 2023 -
DECEMBER 2023

Planned & directed a scene adapted for a student film shoot.
Recce planning, script breakdowns & edit session.

RUNNER

HALO POST PRODUCTION | FEBRUARY 2020

Collecting and delivering rushes to the Digital Technician.
Supporting with office duties.
Catering for clients & high-profile talent; breakfast & lunch service.

RUNNER | INTERN - *UNPAID*

42 MANAGEMENT & PRODUCTION | DECEMBER 2019

Delivering confidential documents to high stakes contributors.
Supporting both the production department and the talent department with
office tasks & duties (inc. script reading).
Reporting on the daily literary press & highlighting relevant press articles.

RUNNER | WORK EXPERIENCE - *UNPAID*

WORKING TITLE FILMS | SEPTEMBER 2019

Supporting the office runners with all duties & responsibilities.

CONTACT

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📍 Based in Leeds (available
anywhere)

SKILLS

- Full Clean Driver's Licence -
Over 25
- Artist & Supporting Artist
Management
- MMF Production Safety
Passport
- Screen Skills Training_- Anti-
Bullying/Harassment &
Safeguarding Basic
Awareness.
- Travel & Accommodation
Logistics
- Cash Handling
- Digital Asset Management
- Basic Video and Photography
Kit Knowledge
- OU Business of Film Short
Course
- Basic Spanish

SOFTWARE SKILLS

- Microsoft & Google Suites
- Capture One - beginner/basic
- DocuSign

EDUCATION

2:1 English Literature BA (hons),
1:1 Dissertation, University of
Liverpool, 2016-2019

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distributed for employment purposes
only.