

TARIQ MOORE

London & South East - 07808 182 616 - tariqmoorefilm@gmail.com

PRODUCTION ASSISTANT & RUNNER

Commercials / Music Videos / Feature Films

Proactive, adaptable and a great communicator, I've spent my working life in fast-moving professional environments where I've thrived due to my interpersonal and problem solving skills. With a background in studio account management, I have an understanding of the end to end filmmaking process and making sure things run smoothly.

PROFESSIONAL EXPERIENCE

Freelance - Jan 2022 - Present

Pre Production:

- Liaising with external suppliers to provide equipment and materials whilst remaining in budget
- Supporting producers with daily tasks
- Sourcing talent and providing artist release forms
- Call sheets, risk assessments & COVID-19 protocols
- Travel arrangements and catering for 30+ crew
- Producing decks & presentations for agency & client
- Working with all crew to ensure all needs are met

Production:

- General assistant across multiple 10-12 hour shoots days
- Supporting Director/DOP/ First AD/Producers
- Anticipating crew and talent/client needs
- Locking off locations from the public, ensuring silence and no movement on set
- Delegation of tasks to runners & production crew
- Loading & unloading equipment
- Enforcing COVID-19 measures (testing, PPE)

Short term COVID Roles: Warehousing, Factory Production Line & Call Centre (WoolOvers, First Natural Brands, Motorway) Jun 2020 - Dec 2021

Spectrecom Films / Kennington Film Studios - Studio Account Manager Oct 2018 - Mar 2020

Facilitating the hire of Spectrecom/Kennington Film Studio's 3 stage studio complex and upselling crew, equipment and production services. Involved in every step of the sales process, from receiving and interpreting briefs, assisting clients with recces, sourcing and quoting for crew, equipment and services as well as processing invoices and all admin work in between.

EDUCATION

University of Kent - Film Studies 2013 - 2016

BA Upper Second Class Honours, specialising in horror & gothic film

Maidstone Grammar School for Girls (Mixed 6th Form) 2012 - 2013

A Level Qualifications - Film, Media & Literature