

CAITLIN BERRY

PRODUCTION ASSISTANT

PERSONAL SUMMARY

I am a freelance production assistant with a background in theatre and live events. From assisting on red carpets to assistant stage managing on youth theatre productions, I commit to every project I do. I have experience managing budgets, scheduling, setting up camera equipment and resolving conflicts, and I have substantial experience working with young performers. I am now looking to transition into an entry level role in film and TV, continuing to develop my skills and knowledge of the creative industries.

RELEVANT EXPERIENCE

Production Assistant

Multiple Short Films | RAaW London | June - July 2025

- Assisting with location set up and transporting equipment.
- Running errands for a small production team: picking up supplies, serving refreshments, keeping the crew on schedule and supervising supporting artists.
- Assisting with sourcing locations and supporting the director on recces.
- Working on my feet for extended periods of time.

Volunteer

British Independent Film Awards | December 2024

- Greeting talent and escorting them to and from the press areas.
- Assisting with the set up and rehearsals for the ceremony.

Assistant Stage Manager

Bugsy Malone | Watford Palace Theatre | April 2025





- Supporting the Deputy Stage Manager with detailed note-taking during rehearsals.
- Supervising child performers backstage during performances.
- Managing the backstage area: setting up and resetting props before and after performances, moving set on and off stage, and ensuring props were safe and in good condition.
- Running errands for the Stage Management team: sourcing props, escorting the cast to costume fittings and relaying information to other departments.

Producer

Elevate York Theatre Festival | University of York | February - June 2024

- Acting as the primary contact for venue staff, speakers, workshop leaders and local press.
- Creating and distributing information packs, schedules, risk assessments, site plans and other documents.
- Allocating budgets, tracking spending and overseeing reimbursements.
- Managing the festival's marketing campaign and website.

CONTACT

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-  www.linkedin.com/in/caitlinanneberry
-  Hertfordshire, London, Manchester, Birmingham and Swansea
-  Clean UK driving licence

TRAINING

- **Production Assistant Skills Bootcamp**
All Spring Media
September 2025
- **Software Upskilling for Screen Professionals**
ScreenSkills Learning Series
September 2025
- **Events Management Skills Bootcamp**
Academy of Live Technology
December 2024
- **Safety Pass Alliance Training**
December 2024

SKILLS

Enhanced DBS Check

Communication Skills

- Conflict resolution
- Child safeguarding
- Project management

Technical Skills

- Proficient in MS Office
- Experience using Canva
- Basic knowledge of coding

Written Skills

- Research
- Scriptwriting
- Creating production paperwork: call sheets, information packs and risk assessments

EDUCATION

First-Class (BA) Hons Theatre: Writing, Directing and Performance

University of York
2021 - 2024

WORK HISTORY

Interactor

Warner Bros. Studio Tour London | Warner Bros. Discovery | May 2025 - Present

- Using a high-traffic radio channel, ensuring I am communicating clearly and concisely.
- Working with and around special effects: pyrotechnics, haze, strobe lighting and animatronics.
- Assisting with the protection and maintenance of assets from the *Harry Potter* films.
- Maintaining a detailed knowledge of film and TV production processes and departments.
- Creating a welcoming environment for the up to 7500 visitors who come to the tour each day.
- Assisting with set dressing for seasonal features.
- Supporting the education department during lessons.

Guest Experience Host

LW Theatres | Theatre Royal Drury Lane | September 2024 - Present

- Assisting with the set up and delivery of opening night and red carpet events with high-profile guests and press.
- Assisting with crowd control on TV recordings (*Michael McIntyre's Big Show*), concerts and comedy performances.
- Ensuring the venue is clean, well-presented and sufficiently stocked.

Supervisor

ATG Entertainment | Grand Opera House York | March 2022 - August 2024

- Supporting management with administrative tasks and assisting with the day-to-day running of the venue.
- Resolving customer conflict and remaining calm in high-pressure situations like evacuations.
- Helping train and support new starters and leading the wider team.

Youth Leader/Acting Coach

RAaW London | January 2025 - July 2025

- Planning and running lessons for students aged 12 - 16.
- Writing up lesson reports and feedback on students auditioning for the company.

G D R P

This CV may be kept on file and distributed for employment purposes.

R E F E R E N C E S

References available on request.
