

Emily Roberts

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Personal Profile

With a history of work in the film, television, and theatre industry, I have developed strong communication and production skills. I have a wide range of experience and organisational skills in different areas, and because of this I feel I am able to adapt to many diverse environments. In addition, I work well within a team and I am a people person. I also know how to multi-task and stay calm under pressure.

Skills

- Resourceful
- Time management
- Communication skills
- Event planning
- Problem-solving
- People skills
- Multi-tasking
- Organisational skills
- Leadership and mediation skills
- Prioritising tasks
- Attention to detail
- Health and Safety and Risk Assessments
- Proficient IT skills – Word, Excel, PowerPoint
- Enhanced DBS
- Full Clean Driving Licence
- Mental Health First Aid Trained Oct 2023

Employment History

Production

Assistant Production Coordinator

BBC New Tricks (Wall to Wall Media Ltd) Oct 2012 to Mar 2013 (Full-time)

ITV Midsomer Murders (Bentley Productions) Mar 2009 to Sep 2012 (Full-time)

During my time on ITV's *Midsomer Murders* I worked my way up from production assistant to assistant production coordinator. I assisted the Line Producer and Production Coordinator in the smooth running of the production office mainly for television drama but I also worked on the Jack Reacher re-shoots. This job taught me many organisational skills such as; event planning (wrap parties, read-throughs and production meetings), multitasking and prioritising tasks, working well under pressure, attention to detail, time management, problem-solving and thinking ahead, working to deadlines, clearances, progress reports, booking travel and hotels, distribution of scripts, schedules and call sheets, inputting information such as contracts and other general administrative duties.

Wellbeing

Wellbeing Facilitator

6ft from the Spotlight – Oct 2023 to Present (Part-time and full-time)

After training with 6ft from the Spotlight from May '23-Oct '23 I have worked on a few different projects including; a BBC/BFI Production of *Hamlet*, two Channel 4/BFI short films and a technical academy course at the Southbank Centre. On these projects, I have supported cast and crew members with various issues surrounding their mental health and wellbeing, bullying, conflict management and any practical health and safety concerns.

Student Support & Wellbeing Adviser

National Film & Television School - Jun 2022 to Mar 2023 (Part-time)

During my time at the NFTS, I learnt about various disabilities including, mental/physical health conditions and learning difficulties, along with gaining many valuable skills such as; managing a caseload of students,

providing practical and emotional support, and sign-posting to services like counselling. Other aspects of the role include; managing mental health crises, mediation and organising well-being events.

Personal Trainer, Fitness Instructor and Group Exercise Coordinator

Fusion Lifestyle and Various Local Gyms - Aug 2013 to Dec 2020 (Full-time and Part-time)

Teaching fitness classes such as Pilates, Zumba, Aqua Aerobics, Group Cycling and one-on-one personal training. The role involved, planning and preparing a safe and effective session, clear communication and demos of exercises. In addition, I worked as a Group Exercise Coordinator at David Lloyd from 2014-2015 which involved organising the class timetable, customer service and general administrative tasks.

Temporary Roles and Work Experience

Teaching Assistant (Special Needs Schools with Teaching Personnel)	May '23 to May '24
Assistant Production Coordinator (<i>Midsomer Murders</i> , Bentley Productions)	Jul '15 and May '19
Production Secretary (<i>Jack Reacher Reshoots</i> , Gower Avenue Films Ltd)	Jun '16
Travel Coordinator (Golf Open)	Jul '16
Marketing Coordinator (All3Media International)	Jan '15 to May '15
PR Assistant Work Experience (ITV Press Office and <i>Britain's Got Talent</i>)	Jan to Feb '10

Education and Professional Development

Feb 2025	Production Management Skills Bootcamp	All Spring Media
May 2024	Director's Blueprint – Theatre Directing course	Helen Tennison
Oct 2023	Wellbeing Facilitator Training	6ft from the Spotlight
Aug 2023	Level 3 Certificate in Counselling Studies	West Sussex College
Oct 2022	TV Presenting Diploma	Aspire Presenting
June 2021	BA Theatre Degree (First Class Honours)	University of Surrey
Nov 2020	Level 2 Certificate in Counselling Skills	Newbury College
Aug 2018	Level 5 Trinity Diploma in Professional Acting	Drama Studio London
June 2008	HND in Musical Theatre	Bucks College Group
June 2006	BFD & BND in Performing Arts (Dist*)	The Henley College
June 2003	9 GCSEs (B to C grades incl. English, Science & Maths)	The Wye Valley School

Volunteering and Community Work

Producing, Stage Management, Directing, Acting and Script Writing

Artists Theatre School – Jul 2015 to Jul 2023

Dangerosity - Sep 2021 to May 2022

Alongside performing, I enjoy being involved in theatre production. Skills include; directing the cast, script writing/script editing, casting, producing, stage management, creative and logistical problem solving, leadership skills, prop management, line prompting, and lighting/sound cues.

Radio Presenting

Wycombe Sound Radio –Jan 2020 to Jan 2023

Co-presenting on the radio show *Down to the Wire* and presenting my own show *Talk Thursdays*. This involved; presenting skills, interviewing guests, doing research, and assisting in the smooth running of the show.

Interests and Hobbies

Theatre & TV, Baking, Writing, Badminton, Yoga, Singing, Dancing, Karate, Self-Development, Travel.