

# JACK BARTLETT

OFFICE PRODUCTION  
RUNNER

## CONTACT INFORMATION

Phone: 07548 073932  
jackhbartlett@hotmail.com  
Based in Manchester, willing to travel

## ABOUT

Ardent, Driven, and keen young filmmaker. Through my experience producing short films at University, I have a well-built foundation of being on a film set and an eager attitude towards collaboration and problem solving. I have also demonstrated a strong ability to work under pressure in my former roles as a barman and a waiter.

I have a passion for filmmaking and am interested in putting myself forward for entry level roles in the locations department.

Founder and President of the University of Gloucestershire's Writers Society (21-22), which involved hosting industry guest speakers, public speaking, organising and managing a team.

## SKILLS AND EQUIPMENT

- Full Clean Driving License and Vehicle
- Knowledgeable in Movie Magic Scheduling
- Problem solver
- Helps out where I can on set:  
(boom op, 2nd AC, Driver...)
- Works well in high stress situations
- Experienced in Producer role (short films)
- Has worked with Canon c100 and c300 (music videos)
- Basic Knowledge of Autodesk Maya
- Basic Knowledge of After-Effects
- Well-versed in Celtx
- Great understanding of three act structure, developing character, and building tension within a screenplay.

### Equipment:

- 2 Neewer film lights (which can be portable for outdoor shooting)
- zoom H8, Mic, Boom, and XLR cable

## EDUCATION

(2019-2022) University of Gloucestershire Film Production  
2/1 Bachelor Of Arts

(2017-2019) Aquinas College  
Studied Film, Media, and English at A-level  
(B, C, C)

I give consent to you keeping my details on file  
and to distribute for employment purpose

## CREDITS

**Office Floor Runner**  
"The Family Pile" - (ITV Sitcom)

**Location Marshall**  
"The Diplomat" - (Netflix Series)

**Producer/Researcher**  
"My Body" - Festival Run (Uni Doc)

**Producer/First AD**  
"See Me" - Festival Run (Uni Short)  
- Managing a small team around an ambitious project.  
- Experience in fundraising, and working with a low budget  
- Organized and worked with Guns, Vehicles, Child Actors, and Animals

**Camera**  
"ON ALERT - RVVEN" - Available Online (Music Video)

**Editor/Runner/VFX**  
"LOOSE GRIP - RVVEN" Available Online (Music Video)

**Producer/First AD**  
"MENstruation" - (UoG Short)  
- Working around COVID-19 Restrictions  
- Organized and worked with a child actor

## WORK

**Associate/Barman**  
Wetherspoons (2020-2021)  
- Demonstrated teamwork and collaboration  
- Worked under pressure  
- Problem solving under stress

**Front of House Staff**  
Romulus Bramhall (2018-2019)  
- Job involved multi-tasking  
- Proved adaptability

## OTHER

Currently have a weekly show on Tone (Student) Radio, Scuba-diver, Former Podcast Host, , Doctor Who fan, good at Tetris, into alternative rock music...

## TESTIMONIAL

"Jack was extremely considerate on set and he had very good time management skills, he moved the scenes on at a good pace making sure everyone stuck to the schedule. He briefed the crew and the actors daily making sure each department knew exactly what they were doing that day and prepped everybody well for the next days shoot.

I was extremely impressed with Jack's professionalism towards everyone on set and also the safety of the crew and my fellow actors. The shoot was a huge success and jack maintained high standards at all times. He would be a great asset to any production"

-Nathan Sussex, main actor in "See Me", known for Hollyoaks, and Casualty..