

Jacob Stephenson

Production Assistant

London

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Showreel available on request

I am currently looking for entry level roles such as being a runner, production assistant or a producers assistant in order to pursue a protracted career in the film industry. I am an aspiring production manager and creative/uncreative producer. I am also a proficient editor that works with the entire Adobe Suite that has experience data wrangling on set. I have curated and planned many short film productions while also completing production documentation to the highest level.

SKILLS

- Scheduling
- Thorough researching skills
- Liaising with councils forming per
- Casting and Talent management skills
- Petty cash handling
- Adept social media expertise
- Adept with google suite and microsoft office
- Floor management skills
- Adept with movie magic scheduling software
- Set Dressing knowledge
- Negotiating and bargaining skills
- Sound recording skills
- Proofreading and copywriting
- Advanced office admin skills

PROFESSIONAL EXPERIENCE

TJC (The Jewellery Channel) - Runner

April 2018 - May 2018

Immaculately dressed the set for the show while also ensuring the presenters were amicable and prepared to do their role. Efficiently completed inventory for the items that were presented on the channel. Made sure that all scheduling times were fulfilled to ensure a smooth-running show .

Self Employed - Freelance Producing

September 2017 - Present

I have spearheaded numerous short films over the past 6 years in which I have gained a plethora of experience in organising productions to a high standard. I have experience budgeting on multiple productions at once while keeping expenses low as possible across the board.

EDUCATION

September 2019 - June 2022

Screen and Film School Brighton (Awarded by University of Brighton) -

BA Film Production

Bachelor of Arts in Film Production - Graduated with 2:1 (Second Class honours Upper Division)

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