

Charlotte Biggs

07479955024

charlottebiggs04@gmail.com

Manchester Based - Willing to relate

About Me

A creative and detail-oriented recent graduate in Digital Media and Communications with a strong passion for film and media. I am deeply committed to pursuing a career in the art department within the film and television industry. Known for a strong creative vision and a relentless drive to learn and grow in the field. I am eager to collaborate with experienced professionals, contribute fresh ideas, and gain hands-on experience in set design, prop creation, and visual storytelling. Seeking opportunities where my dedication and willingness to learn can support the creation of compelling and visually stunning productions.

Education

Graduate at Manchester Metropolitan University

My course has developed my skills in areas such as user experience design, producing and creating short films/video trailers, audio production, photography, project management, website building, animation using Blender, and proficiency in editing software such as Photoshop and Premiere Pro.

Experience

Standby Props (work experience)/ Art Department Assistant

Lazarus – Amazon Prime series/ Quay Street Productions

- Coordinated with the Digital Imaging Technicians to ensure screen props were properly matched to previous sets and not distracting.
- Monitored the set for prop continuity and consistency during filming.
- Prepared and organised props according to the script requirements and director's vision.
- Quickly resolved any prop-related issues that arose during filming to avoid delays.

Standby Props / Art Department Assistant

Emmerdale - ITV

- Working closely with the chargehand and standby of each day to ensure sets were dressed and ready for the following scene.
- Conducted thorough checks and resets of props between takes to maintain consistency in each shot.
- Preparing props and return sheets for the next day shoot.
- Ensuring all actors had relevant props before shooting and collection after.

- Working alongside the assistant art director to check for continuity.

Production Assistant / Art Department Assistant

The Ever Burning Blade - Student Film

- Sourced and secured diverse locations for filming, facilitating a smooth production process.
- Ensured all props, food, and other supplies were on site and readily available at the filming location.
- Coordinated with various departments to ensure seamless communication and efficient workflow during production.
- Assisted actors by providing everything they needed for their performances, ensuring their comfort and readiness.

Content Creator Shiko Group

The Lawn Club, Courts Club, Foleys, Side Street, Stables, The Roofdeck & Dome.

- Filming in all locations and providing new and inventive ideas each day.
- Editing footage for socials aligning with platform algorithms.
- Keeping the team up to date with what's going on within the venues.

Freelance Content Creator

Wanago Street Food, Halara, PhoMo, Hollywood Burgers, 2Nakhon.

- Reached out to small businesses to offer tailored content creation services, expanding client base and fostering relationships.
- Met and discussed project goals and requirements with clients, ensuring alignment and satisfaction.
- Conducted pre-production planning, including storyboarding, scripting, and scheduling to ensure smooth project execution.
- Filmed and edited high-quality content, utilising industry-standard software and techniques.
- Created compelling copy and posted content to various social media platforms, enhancing online presence and engagement for clients.

Hobbies and Interests

I love hiking and often take trips to Scotland to explore its beautiful Munros and nature. I'm also an active member of the MMU Cheer Team, enjoying the fun and challenging aspects of cheerleading. In my free time, I like to stay busy and relaxed by painting and watching films, as I am a big film enthusiast.