

# Emma-Louise Howell

## Screenskills HETV Trainee Floor Runner/AD

07546854864

[emmalouisehowell9@gmail.com](mailto:emmalouisehowell9@gmail.com)

Based in London and Norfolk

Having trained at RADA and NFTS, I am currently a Trainee Floor Runner/AD on Screenskills' HETV Trainee Finder. A quick-learner in fast paced environments, I confident working with professional cast and crew and am eager to use my experience as a Theatre Director and Event Manager to be an effective, efficient and highly organised Floor Runner.

### Training and Qualifications

Full Clean UK Driving Licence (over 25)  
First Aid at Work Certificate  
Food Hygiene Certificate  
Safeguarding and Enhanced DBS Certificate  
Cash Handling Training  
Coronavirus Basic Awareness (Screenskills)  
Production Safety Passport (First Option)

### Production Experience

**Trainee Assistant Director** | Red, White and Royal Blue | Ben Lanning 1<sup>st</sup> AD

- 9 week placement on Feature Film

**First Assistant Director** | Connie | Short Film

- 3 day multi-location outdoor shoot
- Produced and distributed all call sheets, shooting schedules and Risk Assessments to cast, crew and venue
- First point of contact for caterers, land managers and Health and Safety team

**First Assistant Director** | 21 Round For Christmas | Short Film

- 2 day single-location indoor shoot
- Collaborated with DOP to create shooting schedule and ensure shooting ran to time
- First point of contact for actors, ensuring they were in costume and on set at appropriate time
- Cleared music PRS and branding for food

**First Assistant Director** | Decades | Short Film

- 4 day location shoot
- Arranged and scheduled all transport and accommodation for cast and crew
- Quickly altered shooting plans and rehearsals to accommodate unexpected inclement weather

**Director** | Patterns | Leicester Curve

- Working with professional actors, technicians and venue staff during technical rehearsals and set up
- Winner of the Michael Ross Prize for Most Promising Director

**Assistant Director** | Days of Significance | Arcola Theatre | 2020

- Supporting the Director in casting and rehearsing actors
- Sourcing props and costumes for actors
- Managing rehearsal schedule and ensuring actors were in rehearsal on time

**Assistant Producer** | A Prayer for Wings | The King's Head Theatre | 2019

- Distributing scripts, contracts and show materials to production crew
- Assisting stage crew on assembling and rigging the set and lighting
- Assisting stage crew on assembling sets for performance
- Logging and tracking details for props and scene changes

## **Other Relevant Experience**

### **Parliamentary Support Officer** | House of Commons | 2020-21

- Leading the smooth running of fast-paced Parliamentary procedures for the Opposition Whips including drafting rotas for speakers, creating running orders and distributing official documents
- Ensuring sensitive and classified material is handled appropriately

### **Event Manager** | Shakespeare's Globe | 2018-21

- Delivering large scale fundraising events including developing staff rotas and schedules with excellent time management skills
- Frequently handling cash and food for clients
- Pitching and proposing events to new clients

### **Community Director** | Various | 2020

- Working as a Director and Facilitator in community settings such as young carers and adults with complex learning needs
- High level of safeguarding in a creative environment

## **Education**

### **National Film and Television School** | Introduction to Short Filmmaking | 2020

**Royal Academy of Dramatic Art and University of Birkbeck** | MA Text and Performance | Distinction | 2018

**Durham University** | English BA (Hons) 2:1 | 2015

Available Immediately

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