

Available Immediately
SARAH POLLITT
ASSISTANT DIRECTOR TRAINEE/RUNNER
(Based in Liverpool/North West)
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SUMMARY

I am currently looking for opportunities in Film and HETV as an AD Trainee/Runner.

INDUSTRY CREDITS

- The Jury Season 2 | Gallery Runner | Screendog Productions | TV January 2025
- Cleaning tables and emptying bins
 - Getting teas, coffees, food and needed items for crew/actors
 - Helping crew members when needed
 - Engaging with members of the public when locking off access for filming.
- House of Guinness | Location Marshall | Kudos/Netflix (one day) TV October 2024
- Helping to set up barriers so members of the public cannot walk onto set during takes.
 - Locking off access on the dock road
 - Helping out crew members if needed.
- Fountain of Youth | Location Marshall | Skydance/Rodney Productions UK (three days) May 2024
- Aiding to maintain the barriers between the public and the set.
 - Location set up and de-rig
 - Marshalling across several city centre sites, locking off pedestrian and vehicular access to set around St. George's Hall and/or Exchange flags
- Outplayed by P Money (Music Video) | Runner | Rare Content | One day June 2022
- Helping other crew members if needed
 - Running errands e.g. fetching coffee, food and other items.
- Fantastic Beasts and Where to Find Them | Work experience | Warner Bros (week) 2016
- Cleaning tables and emptying bins
 - Experience on a large-scale film set
 - Fetched coffee and food

RECENT EMPLOYMENT

- | Company | Role | Dates |
|-----------------------|---|-----------------------|
| Morrisons | Customer Assistant | Dec 2022 – present |
| | <ul style="list-style-type: none">• Working with the public directly• Help customers to the best of my ability. Going out of my way to aid them also helps provide a good experience for the customers.• Keeping track of prices, which must be correct and up-to-date. | |
| Writing on the Wall | Intern | March 2022 |
| | <ul style="list-style-type: none">• Researching local groups in the Liverpool City Region.• Organising staff expenses into files.• Contacting groups in the LCR area who may be interested in participating in WoW's literary festival. | |
| RJ Byrne Construction | Administrative Assistant | October-November 2020 |
| | <ul style="list-style-type: none">• Organising photographs of building projects for advertising on their official social media accounts on Facebook and Instagram.• Experience organising specific information via spreadsheets on particular sites such as companies used, materials used, and money spent.• Researching online for materials to use for building projects | |

Her Majesty's Passport Office Customer Management Team March 2018-October 2019

- Aiding the public in retrieving birth, death, and adoption certificates who may want them for personal, administrative reasons, or historical research reasons.
- Helped customers order 100th birthday or anniversary messages for family members from the Queen at the time.

Shalynn Cattery Labourer May 2017-January 2018

- Made sure that cages were well cleaned and that cats kept there were well fed.
- Remained focused on my duties and my every move to prevent cats from escaping.

Epstein Theatre (November 2015 – January 2017), Royal Court (October 2016 – January 2017)
and Cliffs Pavilion Theatre (August 2017 – January 2018)

Steward/Box Office Attendant

- I have combined the three theatres I had worked in as I was tasked with similar roles and responsibilities where it is often a busy environment and an ability to work well under pressure is required to maintain a smooth and successful evening for customers.
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- Made sure to be on top of stock replenishment, selling refreshments, programs and merchandise.
- Helped to clear up the main theatre, backstage (for both before and after a performance) and clean up after performance had to work well under pressure, especially before show times, as they would often be crowded.

QUALIFICATIONS

- Edge Hill University (2021-2022) - International Creative Enterprise (MA) - Distinction
- University of Liverpool (2012-2015) - English (BA Hons) 2.2

TRAINING COURSES

- Liverpool Film Office Entry Level HETV & Film Skills Training Course (2023)
- MetFilm School | Postgraduate pre-induction course (Screenskills 2023)
- Addressing unconscious bias: basic awareness in the workplace (Screenskills 2023)
- Introduction to mental health awareness at work (Screenskills 2023)
- Tackling harassment and bullying at work (Screenskills 2023)
- Trainee at ScreenSkills Trainee Finder 2025-26

KEY SKILLS

- Experience working with the public: making sure their questions were answered efficiently (based on what information can and cannot be given out) and their needs met.
- I can work in a fast environment with a team and on my initiative. However, I am comfortable asking for help if I am unsure when given a task so I can complete it to the best of my ability.
- Able to manage my own time and workload
- Can work well under pressure.
- Cleaning and tidying to an acceptable standard
- Able to handle confidential information.

References available on request

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