


SIMIN MA

SET DEC ASSISTANT & PETTY CASH BUYER

Full & Clean Driving Licence (25+)

+44 7306 695203

 simin.ma02@hotmail.com

 Bases: Bristol, Cardiff & Manchester (happy to relocate)

PROFILE

A flexible and proactive Set Dec Assistant & Petty Cash Buyer devoted to the exploration of telling a story through objects & space. Equipped with a portfolio of substantial experiences from scripted HETV & Films and a bank of transferrable skills from Theatre. Now actively seeking opportunities to progress in the Set Dec department for the screens industry.

SKILLS

- Script & Prop Breakdowns
- Props & Model Making
- Dealing with Product Placements & Techs
- Petty Cash Buying, Prop Sourcing & Hiring
- Sewing & Alteration
- Technical Drawing: Hand-Drafting & CAD
- Set Dressing
- On-Set Etiquette
- Research

Software: AutoCAD, Photoshop, Premiere Pro, Microsoft Packages

Fluent in English, Mandarin, & Cantonese

Enhanced DBS Checked

ART DEPARTMENT EXPERIENCE

Sep 2024 - Feb 2025

Petty Cash Buyer | "Dŵr / Still Waters" | Triangl, Long Story TV

Production Designer: Gerwyn Lloyd

- Petty Cash Buying - Set Dressing - Action Props Buying

Jul - Sep 2024

Junior Art Director | "Sister Boniface Mysteries S4" | BBC Drama

Production Designer: Nick Murray

- White card modelling - CADs drawings - Location surveys - Tech Recce - Scripts breakdowns - Standby on set - Set dressing - Action props & graphic making - Set painting

Apr - Jun 2024

Set-Dec Trainee | "Steve" | Stanton Wood Films, Netflix

Production Designer: Paki Smith Set Dec: Johnny Byrne

- Petty cash buying - London's props houses hiring - Characters & time period research - Prop & set dressing makings

Apr - Nov 2023

Set-Dec Runner | "Paris Has Fallen" | Urban Myth Films, Studio Canal

Production Designer: Stephen Daly Set Dec: Sarah Whittle

- Petty cash buying - Props sourcing - Assist with product placement & clearance - Liaising with suppliers - Drapes sewing

Nov 2022 - Feb 2023

Art Department & Standby Props Trainee | "The Lazarus Project S2" | Urban Myth Films, Sky

Production Designer: Hayden Matthews Set Dec: Sarah Whittle

- Office housekeeping & running - Set dressing - Standby Props - Props research & making - Script breakdown

Mar 2020 - May 2023

Theatre Set & Costume Designer | Various Theatres

Productions: - "Idle, They Yammer" - "Hot Wheels" - "Doggerland" - "Dance to the Bone" - "Radical Reinvention" - "The Curious Case of Katie's Hysteria" - "The Enchanted Island"

TRAINING & QUALIFICATIONS

HETV & Film Standby Art Department Dressing for Camera | Set Etiquette x ScreenSkills

Feb 2024

Virtual Production Training for HETV & Film | Final Pixel Academy

Jan 2024

ScreenSkills First Break Placement Programme | ScreenSkills

Dec 2022

BA(Hons) Design for Performance - First Class | Birmingham City University

Jul 2020

References Available upon Request

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