

CONTACT DETAILS

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INDUSTRY TRAINING

Masterclass in Set Decorating with Liz Griffiths - June 2026

Upholstery for beginners 10 wks. – April 2026

Petty Cash Buying – Talking Point – Feb 2026

NSPCC Protecting Children in Entertainment – Feb 2026

The Art of the Location Recce BFDG – Dec 2025

Art & Props Dept. Trainee Skills Bootcamp @Sky Elstree Studios - 2 weeks Oct 2025

Warner Bros. CrewHQ May 2024

Beginners Photoshop Nov 2024

Mark Milsome Safety Passport May 2024

Antibullying May 2024

Microsoft Excel Chris Steele Training May 2024

Radio Training May 2024

SKILLS

- Microsoft Office
- Google Suite
- Script Breakdowns
- Mood Boards
- Dressing
- Horsemanship
- Hand Sewing
- Crochet
- First Aid
- Cash handling
- Customer Service
- Database management
- Events
- Travel & Accommodation Co-ordination

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

Clare Horwood

Set Dec Assistant

Full Clean Licence 25+

Dedicated and passionate set-dec assistant ready for my next challenge. I bring a multitude of transferable skills from eight years working in a classroom and 15 years in administration & co-ordination and all those newly learned from my first year in HETV. Organised, friendly multi-tasker ready to help bring the story to life through set-decoration.

INDUSTRY EXPERIENCE

Dailies

May '26 **'Honey & Mud' – Short, Dovecote Pictures**
Art Assistant/Dresser – Location
Production Designer – Ayanna Blair-Ford
Art Director – Gili Ofri

April '26

Sort Your Life Out - S07 EP1 – Optomen TV
Runner – Warehouse
Production Coordinator – Peggy Kapinga

HETV

Oct '24/ Oct '25

House of the Dragon - S03
Cross Plains Productions Ltd /HBO
Set Dec Trainee – Horse Dressing
Set Decorator: Claire Nia Richards
Production Buyer: Tracy Low
Production Designer: Jim Clay

EXPERIENCE OTHER

- Sixth Form Administrator – Feb 2026 – Current
- School Administrator – Jan – Feb 2026
- Booking Administrator, Haven – Nov – Dec 2025
- Assistant Teacher – Sept 2016 – Oct 2024
- Sales Team Co-ordinator – Dec 1999 – Nov 2014
- Barperson, waitress & chef – 1997 – 1999

TRAINING OTHER

Safeguarding Children – Oct 2025

First Aid training - March 2024

Makaton Sign Language Level 4 - Oct 2019

Mental Health in young people Level 2 - August 2023

REFERNCES

Upon request