

Theresa Pine

Theresa.pine@gmail.com

07960 960962

Wales / SW England / Merseyside / London & SE

This CV may be kept on file

I was a participant on the Sara Putt Trainee Scheme 2024 <https://saraputt.co.uk/trainee-scheme/> and a graduate from the NFTS – Amazon Prime Video Craft Academy. I have a great deal of practical experience as a venue and facilities supervisor at a wide range of venues and events. I have worked as a Health Care Assistant and a Student Welfare Officer at a University. I have excellent customer service and communication skills and have trained and supervised large numbers of event staff. I am currently studying for NCFE Cert in Counselling Skills Level 2 and the AAT Cert in Accounting Level 2.

KEY SKILLS

NFTS Wales
Casting and Contributor
Welfare 3-day intensive
course.

Mark Milsom Certification in
Film and TV Health and Safety.
First Aid and Mental Health
First Aid qualifications.

Excellent working knowledge
of venue and event Health and
Safety. Customer service skills,
gained working in supervisory
roles in busy venues.

Extensive experience in cash
handling and financial
administration, studying for
accountancy qualifications.

ALBERT and Greenshoot
training in sustainable practice
in Film and TV.

Working with talent. Highly
experienced in venue
management and managing
FOH teams.

CREDITS

Sustainability PA	HETV	Young Sherlock Holmes Amazon / Motive Pictures	08 -12 2024	Sustainability Manager Gavin Chappelle
Runner	TV Factual	Homes Under the Hammer / Lion TV / 2Eps	09 -2024	Prod Manager Rachel Hynd
Culinary / Art PA	TV Factual	Dish It Out / Amazon UK 30 Eps	07 – 08 2024	Producer Brianna Vowles
Runner	Branded Content	Proctor and Gamble / Shutterstock	06/2024	Producer Gail Mosly
Base / Floor Runner	HETV	Call The Midwife Neal St Productions / 3Eps	08 -11 / 2023	Line Producer Katie Player
Runner	TV Unscripted	Lucy Worsley on the Case of Sherlock Holmes / BBC	08/2023	Producer Linda Sands
Production Coordinator	NFTS Short	Jester	07/2023	Prod Manager Carl Mason
Runner	Disney Short	Sleepyhead	06/2023	Producer Millie Marsh
PA Trainee	TV Unscripted	Panorama / BBC	06/2023	Line Producer Serena Kennedy
Sustainability Assistant	HETV	Rings of Power / Amazon Studios	03 - 05 / 2023	Head of Sustainability Amelia Price
Art Dept Trainee	HETV	Beyond Paradise Red Planet	09 - 10 /2022	Art Director Rachel Henning

References available on request

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RECENT EMPLOYMENT

Trainee Film / HETV – NFTS (National Film and Television School) Amazon Craft Academy. 2022 – 2023.
I was a participant on the inaugural year of the NFTS / Amazon Craft Academy.

Healthcare Assistant – Derriford Hospital. Feb 2021 – Dec 2021.
After losing FOH job due to lockdown, I trained as an HCA and worked on wards of local hospital.

Student Welfare Office – Plymouth University – July 2020 – Feb 2021
I looked after the welfare of students in residential halls during the covid lockdown.

Assistant Front of House Manager – Theatre Royal Plymouth. June 2018 – July 2020. Dealing with customer care and facilities, access H&S management of the venue.

Duty Manager – Wellcome Collection. May 2016 – July 2018.
Often the senior member of staff on site for the museum, dealing with staffing, customers and H&S,

Duty Manager – Somerset House Ice Rink. Christmas seasons 2013 – 2017. For several months each Christmas I was senior staff on site, dealing with very busy venue, H&S and facilities issues.

Administrator – Rambert Dance Company. April 2014 – May 2015.
Dealing with a wide range of venue-based H&S and facilities tasks along with company administrative tasks, diary management and domestic / international travel and accommodation and venue hire.

Duty Manager and Facilities Supervisor, Discover Children’s Story Centre 2012 – 2014.
Undertaking a variety of facilities and H&S responsibilities for the busy venue. The management and training of staff and H&S inductions for visiting artists and companies, contractors.

Staging Team Member – London 2012 Olympics & Paralympics. Undertaking practical role with the staging team for all four ceremonies of the Olympics and Paralympics. Logistics of staging etc.

Event Supervisor – O2 Arena – 2007 – 2012
Part of the team that reopened the venue as an event space. Undertook the recruitment and training of many event staff including H&S and customer care training. On event days, pre-opening venue check and staff briefing and management. Overseeing customer ingress and safety / satisfaction of the event.

PROFESSIONAL TRAINING

NFTS Wales – Casting and Contributor Welfare.
Screenskills – RIMMS release software for filming
Screenskills – Final Draft for Production.

Mark Milsom Foundation – On Set Safety.
EP Compliance Training – First Aid in the Workplace.
High Speed Training – Level 2 Food Hygiene and Safety for Catering.

EDUCATION

National Film and Television School – Certificate in Production 2023

Birkbeck College – MA Producing 2008

Goldsmiths College – DipHE Drama & Theatre Studies 2000

References available on request