AMBER BUCK-BURROWS

LIVE EVENTS - TV - FILM

FULL DRIVING LICENCE AND OWN CAR
BASES: Plymouth/London/Kent
Willing to travel

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I'm an enthusiastic and driven individual with a demonstrated history of high efficiency, organisation and strong leadership skills within the production of live events, TV and theatre. I work extremely well within a team and also independently, striving to create and provide high quality work. I am an extremely fast learner and I create strong, professional relationships within all departments and fields, building my ongoing network. Always looking for the next challenge and opportunity.

EDUCATION

Plymouth Conservatoire 2016 - 2019
BA (Hons) Acting - First Class

Graduation Award -
John Nettles Award for Excellence

SKILLS

- *Production assistance*
- *Production running*
- *Stage management*
- *Strong administration*
- *MS Office*
- *Photoshop*
- *Budgets and cash handling*
- *EPOS Systems*
- *Co-ordination and organisation*
- *DBS Checked*
- *Very strong interpersonal skills*

ADDITIONAL EXPERIENCE

Jan-May 2023

Production Assistance/Dramaturg

Mladinsko Theatre - Ljubljana, Slovenia

Along with being awarded the graduate prize, I was able to bid for a pot of money. For this, I arranged a residency with the Mladinsko Theatre in Ljubljana, Slovenia and worked as a Production assistant and dramaturg. I gained a huge amount of knowledge about European theatre and production processes as well as liaising with visual art students and photographers.

WORK EXPERIENCE

Nov 2024

Set Design

Big Brother, ITV - Garden Studios

In partnership with Pinterest, I won a competition to design the set for the Last Supper for the Big Brother finale. I designed a mood board on Pinterest that fully encompassed the design and creative direction of Season 2 Big Brother. I was included in production meetings and liaised with the executive producers, art department and brand partnerships.

Oct 2024

Artist Liaison

British Championships - Ascot Racecourse- Hudson Born

Char Stape and Hot chip were the scheduled DJ's for the 2024 British Championships. I managed their riders, schedules of set times, hospitality of their guests, general liaison with production crew, Ascot guests, and guidance through the grounds, working closely with project manager and the production manager, Matt Hudson

Aug 2024

Production Assistant and Runner

The Key - Theatre Royal Plymouth, TR2

The Key was an immersive theatre production that was made up of over 150 participants over the entire TR2 building. I looked after one specific group and assisted the director with blocking, spikes, prop and costume sourcing, as well as additional assistance with the lighting and sound department.

March-May 2024

Production Assistant

Plymouth Conservatoire Graduate Show - The Drum, Theatre Royal Plymouth

Responsibilities included but not limited to, design/sourcing/tracking all props, costume and set, rehearsal notes, budget management with personally curated Excel Spreadsheets which also corresponded with stage tracking, stage management, assisting with get in/out at The Drum, liaising very closely with the technical department at Plymouth Conservatoire and also with Theatre Royal including the producer.

Jan 2024

Production Co-ordinator

Safe Queen Launch Party - Artum Bar, Birmingham

Safe Queen is a new app that allows users to rate venues on their safety and experience. I co-ordinated their launch party for their online app by organising Eventbrite tickets and tracking, get in/out when on location, assisting with the support band and liaising with the venue and app curators.

Dec 2023

Production Co-ordinator and Runner

Rodgers and Hammerstein 80th Anniversary Concert - Theatre Royal Drury Lane

Responsibilities included, but not limited to, sourcing and scheduling hair and makeup artists for our 12 principal performers, handling the lyric script whilst managing three days of rehearsal for our 42 piece orchestra including the sitzprobe and talent rehearsals. I also managed a group of talent handlers along with the WHAM department when in situ at Drury Lane. I assisted with flight and travel itineraries, and liaised closely with the American Production company, Concord, for junket interviews with the talent and general management when at Drury Lane.

References available on request

LinkedIn
Amber Buck-Burrows