

Imogen Watson

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Availability: Immediately available for full-time or freelance work in the Manchester Area

Personal Profile:

A highly motivated Drama and Theatre Arts graduate (First-Class Honours) with a strong ambition to work in film and television production. Experienced in providing both administrative and practical support to directors, stage managers, and production teams, with a proven ability to maintain organisation and adapt under pressure. Known for a keen eye for detail, excellent communication, and a collaborative spirit, developed through working in fast-paced environments. Passionate about storytelling and eager to deliver professionalism, creativity and reliability to the environment of television production as a runner, production assistant, or development support.

Education:

BA Drama and Theatre Arts (First-Class Honours)

September 2020 - July 2023

University of Birmingham (U.o.B), Edgbaston

A-Levels: **Drama and Theatre (A*), English Language and Literature (A), Dance (A),**

September 2018 - August 2020

Extended Project (B)

Friesland School, Derbyshire

GCSE's: **Drama (9), Dance (9), English Language (8), English Literature (8),**

September 2013 - August 2018

Combined Science Trilogy (7 7), History (7), Art & Design (7), Maths (6),

German (6)

Friesland School, Derbyshire

Industry Experience:

Work Experience at World Productions Ltd.

March 2024

London

- **Constructive Feedback** - Assisted the development team by reviewing a variety of pitches, scripts and episodes, enhancing my analytical skills to consider ideas for improvement and questions for future development.
- **Attention to Detail** - Shadowed the development team in meetings, observed introductory conversations with writers regarding the development of potential scripts for commissioners. Gained a deeper understanding of the roles and responsibilities in television development.

Work Experience:

Barista Maestro

September 2023 - May 2025

Costa Coffee, Nottingham

- **Team Leadership** - Coached my team through challenging, busy periods and confidently led each shift. Provided support and efficient delegation of responsibilities to collectively achieve excellent customer service.
- **Problem Solving** - Working under high-pressure situations, I took ownership of the responsibilities as a supervisor on shift. Confidently approached any issue with a calm manner and quickly provided a resolution without affecting the customer experience.

Design Department Assistant and Dresser

October 2021 - December 2021

University of Birmingham, Edgbaston

- **Time Management** - Attended production meetings, costume fittings, and technical/dress rehearsals punctually. Managed time effectively to meet all deadlines and adjusted instinctively to the quick turnaround schedule.
- **Records Management** - Updated Design paperwork, e.g. costume measurements, designs, and meeting notes. Understood the production budget across all departments. Assisted in the sourcing and organisation of costumes, later arranging them chronologically in their allocated dressing rooms.

Receptionist - Dance Doctors Studios

September 2018 - March 2020

Long Eaton, Nottingham

- **Phone Etiquette** - Professionally answered incoming calls and responded to any queries promptly.

- **Organisation** - Compiled paperwork, e.g., monthly invoices, newsletters, and examination/show forms, into structured filing systems and ensured timely delivery of letters and invoices to customers.

Key Achievements:

Interviewed Actress Elizabeth Henstridge

February 2023

University of Birmingham, Edgbaston

- **Research** - Carried out extensive research on Elizabeth's early career and industry milestones, paying close attention to detail to ensure each source was factually correct and relevant.
- **Adaptability** - Responded to a live audience environment and maintained a presence throughout. Naturally led the direction of the conversation, and customised the approach to Elizabeth's direction.

Volunteer Hospitality Host at the Commonwealth Games

July 2022 - August 2022

Edgbaston Stadium, Birmingham

- **Communication** - Communicated the layout and schedule of the sports venue to our hospitality guests. Communicated any alterations or developments for the day to the management team.
- **Production Management** - Organised and managed each guest to their allocated seating arrangement. Listened to each individual of the volunteer group and delegated roles to seamlessly guide guests to their allocated places.