

EMILY MOSS

PRODUCTION TRAINEE/ASSISTANT

A reliable, hardworking, and motivated Production Trainee/Assistant with experience as a production trainee, post-production runner and runner. Part of the Screenskills Trainee Finder Program Production Office cohort (2025/26).

SKILLS

- Microsoft Office Suite (Word, PowerPoint, Excel, Outlook, Teams).
- Google Suite (Docs, Sheets, Slides, Drive, Gmail).
- Adobe Software (Premiere Pro, Audition, Photoshop, Illustrator).
- Familiar with key software such as Scenetime, CASHét, DPO and Box Drive.
- Understanding of daily production paperwork and processes.
- Able to manage multiple projects independently or collaboratively, with strong organisational skills and attention to detail.

PRODUCTION EXPERIENCE

PRODUCTION OFFICE TRAINEE/PRODUCTION ASSISTANT

(MARCH 2025 - PRESENT)

ScreenSkills Trainee Finder Program 2025/26

- Accepted onto the 2025/26 cohort of the ScreenSkills Trainee Finder programme after interviews and application reviews by industry experts in HETV and Film. The programme seeks to provide trainees with paid placements in HETV/Film within the production office.
- Recipient of ongoing specialised industry training and e-learning from ScreenSkills/The Mark Milsome Foundation.

Production Trainee/Assistant Enola Holmes 3 Netflix/Legendary Entertainment	
<ul style="list-style-type: none">• Supporting the production office with daily tasks, including coordinating studio access passes for crew and daily crew, reconciling transactions/receipts, creating digital purchase orders, distributing daily production paperwork per distribution lists, and liaising with all departments to provide ad-hoc support as needed. <p>Software Scenetime, Box Drive, DPO, CASHét, Microsoft Excel</p> <ul style="list-style-type: none">• <u>Unit Production Manager</u>: Pamela Joyce <u>Production Coordinator</u>: Rebecca Gibson	10th April 2025 - 21st May 2025

PRODUCTION RUNNER (Various | Freelance)

(FEBRUARY 2025- PRESENT)

- On-set runner for promotional videos for businesses working in the charity sector or local community.

Runner (Dailies)	Fundraiser Video	<ul style="list-style-type: none">• Jewish Life Centre: 'Shape the Future' Moviebytes by Lauren• Assisted with equipment transportation to location and set-up. Responsible for B.T.S photos for social media channels.	23.02.25
Runner (Dailies)	Fundraiser Video	<ul style="list-style-type: none">• 'The Twinning Project' Fundraiser/Investor Campaign Golden Ticket Productions• Assisted with equipment transportation to location and set-up. Responsible for B.T.S photos for social media channels. Provided hospitality support as required.	05.03.25

OTHER INDUSTRY EXPERIENCE

POST-PRODUCTION RUNNER (Warner Bros' De Lane Lea | Work Shadowing/Experience)

(SEPTEMBER 2024)

- Shadowed ADR/Sound Mixing professionals, Online Editors, Quality Control experts and members of the Bookings/Operations Teams, gaining an insight into post-production workflows.
- Assisted in a post-production runner capacity through managing drinks orders, greeting clients and staff, and keeping areas clean and presentable whilst responding to any ad-hoc requests.

POST-PRODUCTION RUNNER (Boom Post | Paid Cover)

(JULY 2024 - AUGUST 2024)

- Assisting the operations team in a front-of-house capacity by welcoming studio clients, managing drinks orders, handling reception duties, and addressing phone enquiries and ad-hoc requests.
- Assisted the Bookings/Operations team with administrative duties such as managing stock inventory spreadsheets using Excel.

OFFICE ASSISTANT/RUNNER (Elstree Studios | Work Experience)

(JULY 2019)

- Assisted the former Managing Director as an office runner/assistant providing front-of-house, ad-hoc and administrative support relating to the daily operations of the studio site.

EDUCATION

2020 - 2023 | **BA (Hons) in Film & Television Studies** | University of Warwick | Grade: First

CONTACT

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- 📍 Elstree, Hertfordshire
- 🌐 Screenskills Profile
- 🌐 LinkedIn Profile
- 👤 References: On Request

TRAINING & CERTIFICATES

- ScreenSkills Training Passport: Basic Awareness For Screen Industries & Tackling Harassment and Bullying at Work (2025)
- ScreenSkills Working in Screen Best Practice: Mental Health Awareness & Addressing Unconscious Bias (2025)
- ScreenSkills Work Well Series (2025)
- ScreenSkills Trainee Finder 2025/26 | Production (Present)
- The Mark Milsome Foundation - Film and TV Online Safety Passport Course (April 2025)
- **FULL CLEAN MANUAL UK DRIVING LICENCE (OVER 23)**