

# **Archie Arthur**

**Locations** - Anywhere in the UK, willing to relocate. **Phone Number** - 07538827388

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A dedicated worker with an obsession for cinema and a specialty for organisation, I've made it my life's mission to give back to the films I love by ensuring the wellness of both their crews and sets. Motivated to do my best with a hunger to improve, to learn new skills, meet challenges, harsh weather and long hours with enthusiasm and a smile on my face!

## **Qualifications/Skills**

- Full drivers licence; own a van.
- First Aid Qualification
- SIA Door Supervisor License
- BSAC Ocean Diver License (20m).
- Concise, clear communication.
- In depth knowledge of storytelling tropes, conventions and their functions.
- Fast learner.
- Eye for detail.
- Ability to create formal, high quality written work on a tight schedule.
- Can pitch ideas quickly, efficiently, in a captivating way.
- Can understand complex written ideas and present them simply and clearly during presentation.
- Fast researcher.
- Ability to think of creative solutions on a deadline.
- Capacity to order people firmly and efficiently.
- Basic Knowledge of Microsoft Word, Powerpoint and Excel.
- Qualified for Canine first aid

## **Experience**

### **Celsius Entertainment - Volunteer Script Reader (February-April)**

- Gave detailed reports on a variety of feature length scripts, films and pitch decks from professional filmmakers.
- Summarised the plots of scripts, analysed the pacing, structure, dialogue and character development of multiple scripts.
- Analysed deficiencies and merits by the above criteria, providing constructive feedback to professional filmmakers from across the world.
- Learned to read and write to a high standard quickly; able to read a script and write a report in the span of a day, fulfilling the companies three report quota long before the week's end.

### **Silo - Location Marshall (February-March)**

- Locked off sets from pedestrians during shoots.
- Set up easy ups, mats and other essentials for cast and crew.
- Maintained integrity of production essentials under extreme weather conditions.
- Cleaned/Organized sets during production.
- Minimised and monitored hazards for both cast and crowd.
- Ensured water systems were running efficiently.

### **St Albans Home Cinemas (July-Present)**

- Admin Duties – Filing and answering the phone.
- Managing and executing deliveries of essential materials/tools to job sites.
- Maintaining integrity of the company's storage unit.

#### Transmission - Production Runner (January-July 2024)

- Worked on set for clients such as Omaze and AXA, providing food and snacks for crew members, clients and talent, ensuring they were catered to and in good spirits.
- Assisted the company's producers in finding and booking accommodation/catering for crew members and clients (Taxis, Train Tickets, Hotels, Car hires, etc), sometimes simultaneously across different productions
- Housed key kit for production in my van and transported it to locations across the country.
- Managed the companies shoot essentials, updating their lockup inventory and keeping it tidy and accessible.
- Researched locations, industry trends and legalities during pre-production for various commercial shoots.
- Liaised with clients to ensure satisfaction.

#### Lift Off - Volunteer Script Reader (January 2024)

- Tasked to read up to 10 feature, pilot and short films per week.
- Wrote and provided extensive feedback on the Lift Off's various festival submissions, ranging from short films to features.
- Liaised with the programme leader to ensure my work efficiency.

#### Knuckles - Water PA (April-August 2023)

- Maintained water supply across the entire production, including the sets, workshops, production office, crafty, crowd and catering.
- Assisted Studio Unit in transporting, setting up and dismantling EZ Ups, table's, bins, heaters, AC Units, etc.
- Further assisted Studio Unit by cleaning up their cabin, as well as helping store their units.
- Consistently emptied and cleared out rubbish from the production's sets and catering area as well as disposing and transporting rubbish bags to Studio Units skip.
- Delivered water off site to locations, including Black park, Heathrow and Bisley.
- Juggled different water deliveries simultaneously.
- Collected empty bottles across the studio to minimise Production's expense on water.

#### Canyon Del Muerto - Floor Runner (2023 - Work Experience)

- Solely responsible for finding a lost stunt member multiple times, increasing time spent on shooting instead of set up
- Responsible for keeping the set quiet, telling crew members to quiet down during rehearsals and shoots to ensure the production remained on schedule.
- Took and provided orders to cast and crew, which included coffee and food runs.
- Tidying up the set, which included discarding rubbish and dismantling 90+ boxes for transportation.

#### T.I.M. - Assistant Prop (2022 - Work experience)

- Drove around the local area to find and deliver essential prop materials as well as basic food runs.
- Responsible for painting and decorating props.

- Organising and cleaning sets to the film directors standard, which included digging holes and carefully lifting fragile, but heavy, props.

#### Dog Walker - Every K9 Active (2022)

- Responsible for walking and hydrating dogs.
- Responsible for maintaining safety and accommodating to various personality traits, habits and quirks.
- Maintained awareness of the dog's needs.
- Dog sat overnight.
- Provided online training in Canine First Aid.

#### Operation Mincemeat - Assistant Prop Director (2020 - Work experience)

- Gave props (Briefcases, etc) to essential talent.
- Assisted in disposing of undesirable items (e.g. Posters and signs) on set.
- Assisted in putting poster props on lampposts; I noticed modern items/decorations in the background that didn't fit the film's time period and replaced them with period appropriate decorations, or removed them altogether.
- Cleaned the set(s).

#### Detective Pikachu - Assistant Prop Director (2018 - Work experience)

- Placed props (boards) amongst the set quickly before shooting.
- Responsible for giving props to extras.
- Cleaned the set(s) in a short span of time.
- Collected food and water for other members of the prop department.

#### Education

BA (Hons) Film and TV Production, University of Hertfordshire, 2019 - 2023

BTEC Extended National Diploma-Level 3 Film and Television, West Herts College 2017 - 2019, DDD Grade