

LARA MARTIN

Production Assistant

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Taunton / Exeter
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Freelance filmmaker and production assistant with hands-on coordination experience seeking to transition into unscripted television. Proven track record learning to manage logistics, budgets, and teams in fast-paced environments. Passionate about documentary and reality TV work, including Hells Kitchen, The Grand Tour, Clarkson's Farm and 999 Emergency Call Out.

SKILLS

- Project coordination and logistics
- Equipment booking and scheduling
- Production workflow management
- Risk assessment and health & safety
- Budget and cost tracking
- Adobe Premiere Pro
- Professional camera operation
- Audio recording and mixing
- Multi-camera production
- Team collaboration and communication
- Time management in fast-paced environments
- First Aid qualified
- UK driving license with own vehicle

PROFESSIONAL EXPERIENCE

Cafe Colleague Assistant | M&S, Taunton | April 2023 - Present

- Coordinate daily operations for 8 team members, managing competing priorities and tight deadlines.
- Create and maintain comprehensive legal documentation systems and reporting processes regarding health and safety.
- Resolve operational issues quickly, preventing escalation and maintaining service standards.
- Trained L2 First Aid in the workplace, managing first aid incidents and emergency response procedures, maintaining calm under pressure in fast-paced retail environment.

Creative Peer Film Worker | Young Devon, Exeter | Feb 2024 - Jan 2025

- Developed creative concepts for mental health awareness content, collaborating on script design and executing creative vision through both shooting and editing phases.
- Coordinated end-to-end production schedules for social media mental health awareness campaigns from concept to delivery.
- Developed comprehensive risk assessments and maintained detailed production documentation.
- Managed project budgets, ensuring delivery within allocated funds, whilst maintaining a polished product that met the client requirements.

Production Assistant/Admin | Heart 'N' Soul Films, Bridport | Oct - Dec 2023

- Supported post-production workflows for Sky Arts documentary, organizing extensive archive footage libraries, ensuring efficient access and copyright compliance.
- Actively participated in audio analysis, offering constructive feedback to refine dialogue and scenes for broadcast quality.

Production Assistant | Somerset Film, Bridgwater | August 2023

- Supported production and casting team in smooth delivery of RSPB interview shoot at Ham Wall Nature Reserve, working efficiently in fast-paced filming environment.
- Controlled audio levels and mixing using professional equipment to produce high-quality tracks for industry clients.
- Operated and set up industry-standard film equipment, gaining hands-on experience with professional camera and audio gear.

Research, Development and Audio Editor | Exeter Pride, Exeter | July - Nov 2023

- Edited multiple interview recording projects simultaneously, tracking project timelines while adhering to tight deadlines and maintaining organized production paperwork.

Somerset Youth Parliament: Media and Strategist | Somerset Council | July 2021

- Created engaging promotional content and social media materials across multiple platforms, that followed trends and received high audience engagement.
- Planned strategy meetings and presentations, multitasking in a fast-paced environment.
- Coordinated promotional events and created campaign materials for 'Make Your Mark' and election campaigns.

PROFESSIONAL DEVELOPMENT

Introduction to Creative Writing | The Open University | Feb - April 2025

Continuing Professional Development (CPD) short course focused on three forms of creative writing: poetry, fiction and scriptwriting.

BFI Film Academy | Somerset Film | Oct 2023

Bronze Arts Award, hands-on filmmaking with industry professionals.

Digital Media Academy/BBC | Exeter College | 2022 - 2023

Foundation in digital journalism, marketing and broadcast content creation.

EDUCATION

UAL Extended Diploma in Creative Film and TV - Distinction | 2022 - 2024

Exeter College | Specialized in multicamera production, broadcast workflows, and production management

GCSEs - 10 passes including English (Grade 8) and Mathematics (Grade 7)

Kingsmead Academy | L2 Distinction in Creative iMedia

Dear Prime Video Production Academy Team,

I am writing to apply for the Prime Video Production Academy Apprenticeship as I seek to transition my technical film background into production management for unscripted television. Based in Taunton, I am drawn to this apprenticeship as the best opportunity to further develop my management skills and learn the logistics that are essential for supporting major productions.

Through this apprenticeship, I want to practise my production management fundamentals in budgeting, scheduling, and legal compliance, with the aim of developing from coordinator to production manager. I'm greatly encouraged at the notion of working on major Prime Video unscripted productions, and seeing the inward workings of some of my favourite shows in person after hours watching BTS content. I'm also hoping to build a network in the unscripted TV industry, as living rurally has provided an opportunity for me to travel across the south west meeting people in different roles, and I enjoy connecting with others who share my passion.

I am naturally organised, and have chosen positions over the years that lend to my skillset, for example:

- Somerset Youth Parliament events coordination, risk assessments, budget tracking
- Multi-project management and editing at Exeter Pride
- Equipment coordination and operation at Somerset Film

Whilst working at Young Devon, we had a low budget to work with, and were running out of time for a final shoot. We didn't have room in the budget to book out a room to set decorate, so I used the meeting room we had available, bringing in my own set decorations to meet the needs of the shoot. We finished the video with more time to film, higher quality overall and more money to work on the next one. All of the videos we made in that project had to fit a young target audience on social media, so I learnt a lot about how to engage the audience and hold attention span. The same methods are what engage me in reality TV, with my favourite being catering competitions like Hells kitchen and Master Chef for their use of sound effects, shot variety and high stakes.

I've spent the past year doing freelance videography and photography in between team-based jobs, allowing work that's both self led and involves collaboration. My time at Heart-n-Soul Films showed me how an outreach/remote team can work together to produce high quality broadcast productions, and lead me to pursue a production management career.

I am excited about the opportunity to contribute to Prime Video's unscripted productions while developing my production management skills through this apprenticeship. I would welcome the chance to discuss how my coordination experience and technical skillset can support your production teams.

Yours sincerely,
Lara Martin

Recently, I've been watching a lot of unscripted TV with family and friends as I think it's the best genre to share with other people. I've been particularly enjoying a rewatch of hells kitchen with my best friend, The grand tour with my dad as he had introduced it to me when I was younger and