

Georgia Brown

Production assistant / Runner



ALBERT
Grad

Bristol / Berkshire - willing to travel or relocate
georgiabrown55@hotmail.com | 07990075444

Full, Clean UK driving license with own car, confident driver

Resourceful and forward-thinking production professional with hands-on experience across factual, digital, commercial and live content. Skilled in coordinating shoots, managing logistics, booking travel and accommodation, tracking budgets, creating call sheets and schedules, and supporting producers end-to-end. Useful and proactive with lots of experience on set of scripted and unscripted shoots. Calm under pressure, adaptable to changing conditions, and confident working with contributors, freelancers and clients. Passionate about purposeful storytelling that urges to make positive change in the world.

Skills & Strengths

- Booking travel & accommodation
- Creating call sheets, schedules & RA support
- Managing budgets, trackers & shoot logistics
- Coordinating remote/international shoots
- Communicating with clients, freelancers & talent
- Supporting casting and access logistics
- Coordinating edits and feedback cycles
- Premiere Pro knowledge & digital formats awareness
- StudioBinder, Movie Magic
- Google Sheets/Excel & Notion-style tools
- Calm under pressure
- Highly organised & proactive
- Clear communicator & fast problem-solver

Training & Certification

- ScreenSkills Training Passport: Industry Access, DE&I, Safeguarding, Unconscious Bias, COVID safety, Work Well Series, Intro to sustainability, Leadership and management essentials.
- Bafta Albert - Applied Skills for a Sustainable Media Industry
- Talk Club Captain (2024) - trained to facilitate men's mental health support groups with active listening, group facilitation & wellbeing skills
- Barista Trained - Hospitality and teamwork under pressure

Experience

Production Assistant - Clockwise Film, Internship (August 2025-October 2025)

Coordinated logistics for shoots, including accommodation and travel for crew. Created call sheets, tracked budgets, and schedules. Liaised with clients and agencies via email, phone, and on set. Assisted the Senior Producer with treatments, pitch decks, script drafts and edit feedback. Supported post-production workflows and managed deliverables across digital platforms.

Makeup Daily - BBC Boarders S2, S3 (2024, 2025)

Supported the make-up team on set; learned on-set protocol and scripted production workflows

Locations runner - ZeroDegree films, "The Dancing plague" (Short film, 2025)

Runner and driver on set for a short indie film with 45+ SA's and a fire marshalled scene

Producer - Business as Usual (Grad Film, 2025)

Managed project development, from research and conceptualisation to delivery. Conducted background research and structured narratives to communicate clear, impactful stories. Oversaw scheduling, budgeting, and coordination of production teams.

Production manager, Director - Project Zulu, South Africa (UWE, 2024)

Coordinated travel, kit and logistics abroad. Organised on-location interviews and adapted to language and environmental challenges.

Producer - Where's Claire? (Student documentary, 2023)

Led development and production on a remote student documentary. Managed location planning, travel, creative direction, and post-production. Worked independently to source locations, contributors, and supporting materials.

Additional work experience

- Volunteer - Sheffield Doc Fest, Film Crew (2025)
- Waitress & Supervisor - Bomba Tapas & Cocktails (2023-24) Trained new staff, managed floor during busy service
- Bartender - Ashton Gate stadium + UK Festivals (2022-25) Team player across high pressure shifts and seasonal events
- Swimming teacher assistant - Nuffield Health (2021-22) Supported kids swim lessons; developed strong communication
- Volunteer - North Bali Reef Conservation (2022)
- PADI certified; helped with reef building and marine education.

Education

Filmmaking BA (Hons) - First class honors, UWE Bristol (2022-2025)

Foundation diploma in fine art - Distinction

A-Levels - Fine Art (A), Media Studies (B), Sociology (B)

Interests

Environmental storytelling, documentaries, alternative communities, climate action and socially driven media. Freelance model since childhood. Passionate about adventure, travel, and nature-based production. Active in yoga, hiking, film events, and creative collaboration.

This CV may be kept on file and used for employment purposes.