

Gemma Whitworth

Runner | Production Assistant

Sheffield | 07921820794 | gemma.l.whitworth@gmail.com

Profile

A film production graduate with almost twenty years' experience in retail and hospitality. Part of the 2023 cohort for The Network talent scheme at Edinburgh TV Festival. Having spent two decades juggling priorities, scheduling and budgeting for a household I'd like to scale that up into a career in production management; with a focus on well-being, inclusion and accessibility.

Skills

- Full, clean driving licence, car with business insurance and over 30 for insurance purposes.
- DBS certificate registered on the Update Service.
- Microsoft Office, Google suite, Final Cut Pro, Final Draft and CeltX.
- Albert certification.
- Cash handling, customer service.
- Taking care of high-profile talent and contributors on location.

Experience

PRODUCTION RUNNER | GLADIATORS S3 - HUNGRY BEAR MEDIA | 05 JUL-06 AUG 25

- Supported production on location, sourced props, shopping runs, staffed the accreditation desk, supervised lunch queues for talent and crew

Production Manager: Davina MacIntyre | Production Coordinator: Danielle Wilson

RUNNER/ DRIVER | CHATTERBOX MEDIA | 08 APR 25

- Collected camera kit from one location and couriered it to the DoP.

Producer: Ali Quirk

PRODUCTION ASSISTANT | GARBAGE BOY - SLACKJAW FILMS | 07-08 NOV 24

- Supported producer on location, liaised with 1st AD over radio for cast calls and lock offs, looked after cast and crew needs on set.

Director: Mario Roberto | Producer: Richard Heap

RUNNER | MUMS IN NEED (CHARITY SHORT) | 06 SEP 24

- Supported art dept on location, did shopping runs for catering and art dept, organised catering.

Producer: Ben McFarlane

RUNNER | LADBIBLE GROUP | 22 AUG 24

- Supported PM, liaised with outside contractors, looked after contributors and talent on location.

Production Manager: Maggie Leitch

RUNNER/ DRIVER | DEBROUILLARD LTD | 24 JUL 24

- Collected kit from two locations and couriered them back to base.

DoP: Jonathan Young

RESEARCHER | EDINBURGH TV FESTIVAL LIVE REVIEW SHOW – THE NETWORK | 22–24 AUG 23

Live Review Show, hosted by Polly Bartlett with guests Ade Adepitan and Rosie Jones.

- Researched and compiled an interview brief for Ade Adepitan.

Producer: Niall Flanagan

RUNNER/DRIVER | RICH HOUSE POOR HOUSE S8 E7 – EMPORIUM PRODUCTIONS | 26–29 JUN 23

Obs doc following two families with hugely different incomes as they swap lives for a week.

- Looked after contributors on location.

Shooting PD: Sean Graham | AP: Carla Hernandez

FLOOR RUNNER | DUKE OF WENTWORTH – SHORT FILM | 24–25 JAN 22

Comedy short shot on location at the Wentworth Woodhouse estate, starring Timothy West.

- Looked after high-profile talent, SAs and catering. Assisted 1st AD.

Director: James Lockey | Producer: Richard Knight

Employment

SEND TEACHING ASSISTANT | SCISSETT MIDDLE SCHOOL | NOV 24–CURRENT (PART TIME)

- Working one-to-one and with small groups of SEND children across the whole curriculum.

COVER SUPERVISOR | CAREER TEACHERS/ MASTER CLASS | NOV 23–JUL 25

- Covering lessons for absent teachers across a wide range of subjects, ages and schools.

BARISTA | STARBUCKS COFFEE COMPANY | OCT 10–JUN 23

- Customer service, till operation and cash handling, preparation of food and drinks.

SENIOR SALES/ VISUAL MERCHANDISER | JD SPORTS PLC | OCT 01–JAN 06

- Customer service, following planograms, receiving deliveries, stock taking.

Voluntary Experience

VENUE CREW/ INDUSTRY CREW | DOCFEST | 23–28 JUN 22 13–19 JUN 23

- Facilitating filmmaker/ producer meetings, customer service.

COURSE REP | SHEFFIELD HALLAM UNIVERSITY | SEP 21–MAY 22

- Liaised between students and staff regarding issues, attended department meetings to discuss student feedback.

TREASURER | SHU MATURE STUDENTS' SOCIETY | SEP 21–MAY 22

- Dealt with the day-to-day financial running of the society and moderated the society Discord server.

Education

SHEFFIELD HALLAM UNIVERSITY | BA HON FILM AND MEDIA PRODUCTION (1ST) | SEP 20– MAY 23

References

- Available on request.