

# James Morgan

## Production Runner

South East England

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I am a reliable runner, based in The South East of England who is willing to do whatever it takes to get the job done. I'm immensely dedicated, understand proper set etiquette and genuinely enjoy helping out and completing a job. I work with a focus on getting the job done right and getting it done quickly so as not to slow anybody down whilst maintaining a good quality of work.

### Skills

- Quick on my feet and able to get around a closed set or a location very fast
- Set up certain equipment such as film lights, cameras and rails
- Relay information in a crystal clear manner if asked
- Administrative skills, including an ability to use Microsoft Office applications
- Adaptable and able to change my working style to fit the needs of the job
- Can clean up locations till they're spotless
- Can navigate a studio environment
- Can use own initiative to complete a job on my own

### Experience

#### July 2023, Dragon Detective, Runner- Little Missenden

- Collected items and brought them to set such as equipment and props and held the Director's equipment when he needed to handle jobs without them
- Helped prepare the set by helping place the props in the right positions
- Brought extra staff to set

#### June 2023, Resource Productions, Volunteer- Creative Collective Showcase

- Helped the performers into the waiting room and ticked them off on a checklist when they arrived.
- Kept a list of when the performers would go out on stage and made sure to prepare them for when they were called out by the host.
- Helped manage backstage making sure the volume was kept down, everyone was in position and a nervous performer was ready before they had to go on.
- Put equipment away including props and sound equipment.

#### January 2023-February 2023, BFI Film Academy, Volunteer- Pinewood

##### Studios

- I assisted the students in making their short films whilst knowing when to take a step back and allowing them to use their own initiative.
- Helped the students manage their Portfolios and written work.
- Helped bring equipment into the studios before the sessions began.

#### April 2022 - Discover Malmesbury: Malmesbury Witch Trials. Assistant

##### Director, Discover Malmesbury

- Helped the camera and sound department set up equipment before filming began.
- Liaison between the director and the cast/crew making sure that they were informed of what the director wanted during certain scenes and vice versa told the director how equipment setup was going and about issues on set.
- Helped solve issues such as actors not being able to remember lines by finding ways to work around them as well as helped the crew hide

modern objects and architecture that could be spotted in the background of shots.

**December 2018 - Creative Media Skills, Work Experience- Pinewood Studios**

- Helped the staff by going all over Pinewood to obtain their post, photocopies of certain documents they needed and equipment that was at different areas around the studios.
- Made tea and coffee for the staff as well as clients whenever they requested it.
- Cleaned up classrooms between sessions and disposed of old office equipment such as an old desk.

**January 2017- February 2017, BFI Film Academy, Writer- Pinewood Studios**

- Worked in a team of young filmmakers to help plan, produce and edit a short film.
- Wrote the script and planned out certain visually interesting scenes such as a scene of the lead running between a row of large trees and popping up in different areas.
- Helped in the casting process by working with the director and producer during auditions to help find the best person to play the lead character.

**Education**

**Degree: Sept 2019- May 2022 Bath Spa University**

(BA Hons, 2.1 Classification) Film, Television and Digital Production

**Sept 2016-May 2019 Berkshire College of Agriculture**

BTEC Level 3 Extended Diploma In Creative Media Production (QCF) With a DDM grade  
BTEC Level 2 Diploma In Creative Media Production With a DMM grade

**Sept 2011- June 2016 Langtree School, Woodcote**

7 GCSEs (Grades A-E): Including Maths (C), English (B)

*I give full permission for my details to be kept on file for recruitment purposes*