

MEGHAN MOLLOY

PRODUCTION RUNNER

📍 North West, UK

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PROFILE

Graduate of an MA in Production Management for Film, TV, and Digital Media. A highly motivated and versatile Assistant / Runner with experience in Scripted, Unscripted and Entertainment Television. I am now seeking my next role as a Production Runner / Assistant within Scripted Television. With a strong foundation of administrative experience, I am extremely organised and can fulfil deadlines in a calm and timely manner whilst adjusting well to shifting schedules.

EDUCATION

2023-2024

UNIVERSITY OF SALFORD

- MA in Production Management for Film, TV, and Digital Media (Distinction)

2018-2021

UNIVERSITY OF SALFORD

- Film Studies (BA Hons, 1st)

SKILLS

- Full, clean, driving licence.
- BAFTA Albert (Walter Boys S3)
- Octopus PMI (Studio Lambert)
- Movie Magic
- IP Director
- Trint
- Timecode+
- Camera operating (Canon XF305)
- Full MS Suite/Google Suite
- Location Targeting (Casting)
- Logging
- Handling Sensitive Data
- Budgeting
- Scheduling
- Administrative Management
- Logistical Planning

TV EMPLOYMENT

Sony Pictures - Production Internship

May 25 - Present

- Provided administrative support to the Senior Vice President of Development, Head of Production, and Head of Finance within a fast-paced production environment. Tailoring my working style to meet the needs of each individual.
- Managed complex diary scheduling, spanning the UK, USA and Canada, for senior executives and coordinated internal and external meetings.
- Coordinated domestic and international travel and accommodation for executives, cast, and production crew.
- Supported the production of My Life with the Walter Boys Season 3 from pre-production through to post-production, including assisting with post-production notes and reviewing early cuts.
- Maintained the cast wall and tracked scene completion against the production schedule.
- Organised and maintained production documentation, including call sheets, daily progress reports, crew lists, and schedules.
- Supported the smooth day-to-day running of the production office, including office coordination, welcoming guests and supply management.
- Handled office finances including processing team expenses using SAP Concur.

Studio Lambert

Oct 24 - April 25

Office Runner

- Managed the overall running of the Manchester office.
- Onboarded new starters.
- Managed and set up technical equipment across all teams.
- Assisted the casting teams on Four in a Bed with location targeting, researching tasks and background checks.
- Carried out any necessary runs for various productions.

Thames Television

Oct - Nov 24

Production Runner/Logger/Camera Operator

- Production runner/logger for the new series of Britain's Got Talent on both the Judges and Producer tour.
- Logged master interviews live using Timecode+
- Operated a Canon XF305 in order to shoot auditions.
- Assisted the overall production with running errands/assisting with any crew needs.

BBC Sport

July - Aug 24

Logger

- Assisted in logging footage for the Paris 2024 Olympics using IP Director.
- Worked within the archive department, logging various sports to support the editing teams.

TV WORK EXPERIENCE

Left Bank Pictures

March 26

- Work experience on *This City is Ours* Series 2.
- Assisting the Runners and 3rd AD's on the floor and with the Supporting Artists.

True North Productions

Feb 24

- Two week work experience assisting on Teen Mom UK.
- Logging using Trint.

REFERENCES

Perelendra Beedles

Academic Reference (MA)
Email : p.h.beedles@salford.ac.uk

Angela Taylor

Professional Reference
Email : Angela_Taylor@spe.sony.com