

CONTACT

✉ tomkinnear1999@gmail.com

☎ 07789260659

📍 London/Bristol

🚗 Full clean driving license (23+)
Confident with large vehicles and trailers.

References available upon request.

I give permission for this CV to be shared for work purposes.

EDUCATION

- **Univeristy of the West of England**
Masters - Film and Television Industries
Completed in 2024
- **Univeristy of the West of England**
Bachelors - Film studies and Filmmaking
Completed in 2022
- **KLB School**
3 A levels - Photography, DT, Physics
Completed in 2017

SKILLS

- Office administration
- Drawing up contracts/NDAs
- Filing documents
- Excel/google sheets
- Diary management
- Purchase orders/invoices
- Cast management
- Transport booking
- Cash reconciliation
- Client liasing
- Photography

OTHER ROLES

Hospitality/Bar

Black Horse Inn
2015-2017

Park Supervisor

Cattle Country Park
2015-2017

Packer

Cotswold Health Products
2018-2021

Customer Assistant

Tesco
2022 - 2026

Tom Kinnear

Runner | Production assistant | AD

PROFILE

Experience as production assistant, producer, casting researcher, editor, and an adept team player, navigating full production cycles from inception to broadcast. Skilled in diary management, logistics, documentation, and stakeholder coordination. Other relevant skills include site management and sustainability coordination. Seeking to develop within a high-profile film or post-production organisation.

PRODUCTIONS

The Siege - Work Experience

AC Chapter One
(Dailies)

Learnt about larger scale productions. Assisted AD department in travelling cast and organising lunch. Worked with high-profile cast. Learnt about production workflow, incl. office management, transport (taxi's unit cars), diary management, filing contracts, purchase orders.

Adopt Me, Please - Assistant Director

Third Place Films Ltd
(Dailies)

Travelled cast to and from set, organised cast transport, booking taxis. Also organised contracts, location agreements, kit hire, catering, 1st AD on set, public filming license.

HeyDay - Production assistant

Unique Media Group LTD
(Dailies)

Time management. Organised cast, kept track of filming permits on location. Cleaned and cleared set after shooting in each location.

Gather the Women - development assistant

Obscura Films | Wounded Buffalo Sound Studios | Third Place FILMs
Organised meeting via zoom and google meet. Compiled multiple organisation's diaries. Excel schedule planning and tracking of development progress. Progress reports filing.

Also, Secured IP rights, completed funding applications (BFI, BBC, Film4), developed script, established co-production agreements.

Echoes - Production assistant/runner

Normal Girl Productions Ltd
(Dailies)

Driver for cast and crew. Runner collecting items for props and catering departments. Managed all filming permits and rights to work.

TRUUD Documentary - Casting Researcher

Drummer TV
(2 weeks)

Excel tracking of cast contacted to appear on show. Calling potential cast and researching for show. Background checks on potential cast. Drawing up cast contracts and filing.

OTHER CREDITS

Echoes - producer

Adopt Me, Please - Producer

Gather the Women - Producer

A Sin De Fella Story - producer

Beneath the veil - producer

These are all independent short films that I have produced.

As Producer, I have been responsible for sourcing and contracting cast and crew, liaising with councils for filming permits, location agreements, budgeting, catering, transport, call sheets, filming schedules, and chain of title agreements.