

GEMMA CALLAGHAN

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EMPLOYMENT HISTORY

Aylesford School – SEN TA

December 2013 → Present

- Working with special needs students on a one to one and in class rooms in a variety of subjects including media studies
- Running a film club during lunch time. Writing lesson plans and delivering lessons in film making

Glittering Stars Film Club – Founder and Tutor

January 2014 → Present

- Creating and running my own film club, including implementing social media, facebook, twitter and communicating to clients
- Leading workshops in animation and dramas culminating in a end of term screening
- Teaching all the elements of filming making including filming and editing

Blossom Management Sydney – Tutor, Film, TV & Drama

January 2013 → March 2013 (Freelance)

- Led drama and film & TV workshops at various schools around Sydney
- Managed staff during teaching sessions and distributed work and duties to be carried out
- Wrote lesson plans for terms in drama and film & TV with consideration of guidelines in curriculum

Streetlife Films Sydney – PA

January 2013 → March 2013 (Freelance)

- Assisting on Nurofen commercial, ensuring children and adults present were rehearsed and ready for the shoot

Studio Q Sydney – Assistant photographer and videographer

January 2013 → March 2013 (Freelance)

- Assisting with fashion shoots, from creating backdrops, adjusting lighting, greeting clients and models
- Filming photographer shoots

MTJ Media Oxford – Assistant Producer

January 2010 → November 2012

- Organising, filming and directing castings
- Rehearsing children on set, and ensuring correct breaks were enforced
- Editing various video content, including auditions tapes and interviews on FCP and uploading various file formats for clients
- Writing and distributing call sheets/schedules/release forms, and any other material needed
- Organising all aspects of filming, including booking cast, crew, sourcing props and negotiating location permissions
- Interviewing new members of crew and staff

CODEMASTERS Southam – Video Editor

July 2009 → Oct 2009 Freelance

- Editor for promotional trailers/ In-game video's
- Capturing game footage for video's
- Creating graphics/ titles for videos using After Effects

PRISON SERVICE Rugby – Technical Officer
January 2008 → April 2009

- Set up studios for interviews/ other filming as necessary.
- Film and edit induction videos for various Prisons around the UK using Adobe Premier.
- Arranging all pre production including proof reading scripts, organising schedules.
- Mastering and distributing DVD's using DVD Studio Pro.
- Arranging voice over recording.

HYBRID:ARTS Leamington – Visual Manager
January 2006 → January 2008

- Editor on promotional films, in house and external video projects, using Final Cut Pro.
- Camera operator for research based projects in house using Sony PD150 and PD170.
- Organising and managing OCN qualifications.
- Researching, planning tasks for OCN filming qualification.
- Teaching filming session twice weekly, creating lesson plans and developing ideas.
- Teaching graphics using Photoshop, Illustrator.

EAGLE MEDIA PRODUCTIONS Stratford – Production Assistant + Archivist
September 2004 → November 2005

- Helped to establish and maintain the archive of Eagle's back catalogue of over 1000 programs.
- Instigated marketing campaigns using printed and electronic media including website content.
- Organised, budgeted and supervised Eagle's stand at the Broadcast Production Show exhibition.
- Worked in pre and post production as well as on location for Eagle's latest 10 part production.
- Digitized footage to facilitate remote searches by our clients on Eagle's website.
- Dealt with customers to find shots for their program and created screener tapes to send.

RAGDOLL LTD Stratford – Post Production Runner
March 2003 → March 2004

- Organized and maintained the tape library, logging tapes in and out of the system.
- Transferred tapes to many different formats, labelled and distributed them.
- Looked after the editors to find or put away tapes, or digitise tapes for an edit.
- Maintained the petty cash and logging expenditure to send to the Head of Finance each month.
- Demonstrated a high level of organizational skills and consistently met strict deadlines.
- Edited short projects, like children's responses to new programmes, using the DV Avid Express.
- Filmed at special events, like the opening of the Ragdoll shop, using a Sony Mini DV camcorder.

EDUCATION

2012

Oxford Film and Video
Screenwriting course

2012

Photography course
Oxford Photography studio

2009

Warwickshire College
Flash Macromedia

Pass

1999 – 2002

Coventry University

BA Hon's Communication, Culture and Media 2:1

1997 – 1999

Stratford-upon-Avon College, Warwickshire

4 A-Levels in English Literature, Media, Drama, Theatre Studies

1992 – 1997

Kineton High School, Warwickshire

8 GCSE's Including, English Language, English Literature, Mathematics

References on request