

ARUN KAPUR

12 Redcar Road | Wolverhampton | WV10 6PP
07792535742 | Arunkapur12@hotmail.com

PROFILE

With a 2:2 Media and communications degree obtained from the university of Wolverhampton, I have undertaken a variety of different roles and responsibilities since graduating , including working for having working under established companies such as the BBC, Arsenal F.C and many well known international film productions. These roles have enabled me to develop not only specific media based experience, but also valuable and transferable skills in working under high pressure situations. Whilst also working as a freelance television artist , I have liaised with many directors and producers , developing and maintaining successful working relationships in order to help create the best possible end product whilst also assisting from time to time as a extra crew member. As I continue to develop, I am looking to gain a position within a creative based organisation , where I can help bring my managerial experience gained and continue to develop.

EDUCATION & QUALIFICATIONS

2008 – 2011 - University Of Wolverhampton – B.A in Media and Communication studies - Obtained 2.2

2000-2008 - The Kings C.E School / Smestow Secondary School

A Levels: Media Studies (B), Film Studies (C), Business Studies (E)
GCSEs: 9 GCSEs Including Maths, Science and English.

EMPLOYMENT HISTORY

Duty Manager/ Bar Supervisor / Events Compère - Light House Media Centre - Wolverhampton -

May 2012 - Present

- *Administration duties – franking, answering phone calls, taking messages, customer inquiries.*
- *Monitoring social media pages*
- *Assistant to VIP Guests and Crowd Controlling.*
- *Filming and editing creating content for the web-pages and cinema screens.*
- *Cashing up money tills and monitoring stock levels*
- *Preparing and serving hot/ cold foods/beverages.*
- *Event management and compère for various events held including film festivals, conferences, private functions, workshops etc*

Freelance Support Artist / Runner / 3rd AD – Various Locations - April 2014 – Present

- *Participating in a variety of character roles as a background actor on television and film productions.*
- *Liaison with various Television/ Film agencies in order to establish one's self.*
- *Assisting with other support artists with travelling to and from locations.*
- *Working alongside different television and film crew in order to maximise the final product including production teams from the BBC, ITV, feature length and independently.*
- *Taking instructions from senior crew members in order to make sure everything is perfected*

Arsenal FC Match-day Steward – September 2016 – May 2017

- *Inspecting and checking tickets to prevent touting and illegible entry into the stadium*
- *Assisting patrons with finding their correct seats.*
- *Directing and supporting all patrons attending the events.*
- *Observing and general crowd monitoring.*
- *Practising the values and safety regimes in according the ethics of the company.*
- *Reporting any incidents that occur and cooperating with the local metropolitan police.*

Assistant Producer/ Video Director - BeatFreaks TV – Birmingham - January 2014 – January 2015

- *Writing up Video Treatments and working closely with clients (I.E Musicians, Dancers, Poets, Creative art performers)*
- *Organising and directing video shoots from pre-production to post-production.*
- *Camera operating live social events and editing the unfinished pieces.*
- *Researching for the company to help find and create new content for the webpages.*
- *Helping with advertisement and branding of the company.*

Art Department Trainee / 3rd AD / Runner - BBC Drama Production 'WPC 56' – Birmingham - September 2012 - January 2013

- *Operating some of the production equipment such as smoke machine for visual effects*
- *General runner tasks such as looking after studio guests, moving equipment, helping on set, taking care of petty cash, and keeping the set clean and traffic/pedestrian control*
- *AAD duties such as monitoring sets by instructions of the first and third assistant director.*

Kic FM – Radio Presenter/editor - University of Wolverhampton - September 2010 – March 2011

- *In supervisory charge of a sports radio show on a voluntary basis.*

- *Used research and IT Skills to learn more about radio and sports, as well being able to market the radio show more in a more efficient and coherent manner.*
- *Organised team meetings and delegated different responsibilities and duties to other members of the radio team.*
- *Developed an understanding of how radio broadcast, as well operating radio-editing software.*

FURTHER ACCOLADES, SKILLS & CERTIFICATES

- Previous long term experience working in retail as a general assistant/supervisor for Wilkinson and River Island.
- Self published poet based on mental health awareness.
- Mental Health Advocate.
- Features in various newspapers including The Chronicle and Express & Star (Wolverhampton edition)
- Good quality experience of using Adobe software – Premier pro cs6 Avid Editing software.
- Trainee director/producer/camera operator during university based and work projects.
- Video director – Virgin shorts / Light House Media Centre / BeatFreeks TV
- *Crywolf* – Content writer/journalist – University Of Wolverhampton – Arts section. (2010-2011)
- Vocational Training for European Creatives (Phase III) – Leonardo Da Vinci Project - (2012)
- Basic Spanish gained, liaising with local radio studios and managers whilst based in A Coruna and composed a campaign video for Aira Studio as a trainee video editor. – (2012)
- Level 2 Award in food safety in catering / Level 2 Award in First Aid Trainee.
- Festival ambassador –*Flip Animation Festival 2012/ Deaf Fest 2013/ Sampad Bollywood 100* – (2013)
- Nerina Villa Productions – Crew Assistant / 3rd AD - *CareerFrog*’ (Feb 2014)
- BBC Production / Floor runner – ‘*Rudy’s Rare Records*’ - (March 2014)
- Camera Operator – ‘*BBC Ixtra – Target’s Noticeboard at Soul Sessions*’ - (April 2014)
- Video Producer Assistant / Casting manager / Extra – ‘Light House / Keyao Films – ‘Light House Mobile Phone advert’ (September 2014)
- Video Director – BeatFreeks TV – Joe Cook – ‘*Kindalairy*’ – (April 2014)
- Video Director – BeatFreeks TV – Matthew Socci – ‘*Wardance*’ – (November 2014)
- Weak 13 – ‘Get Away from me’ – Production assistant / 3rd AD – 2015
- Weak 13 – ‘My Last Summer with you’ – Production Assistant 3rd AD – 2015
- Interviewed on BBC West Midlands for a World film premiere of Punjabi film ‘*Yoddha*’ including part managing the event.
- Photograph published on the Express and Star website.
- Introducing Music Bands in Kerrang Advert and featuring also via Kerrang Rock 100 (2015)
- Video Reviewing for Boxplus.com
- Interview on Big Centre TV regarding my current career – (April 2015)
- 4Music – Video Reviewer for programme #VideoCrush Does Summer (July 2015)

REFERENCES

Available upon request.

Kelly Jeffs
(CEO)
Light House Media Centre
The Chubb Buildings Fryer Street
Wolverhampton
West Midlands
WV1 1HT
01902 716055
Kelly@light-house.co.uk

Trudy Coleman
(Line Producer)
BBC Drama Village
1059 Bristol Road
Birmingham
West Midlands
B29 6LT
0121 567 7044
Trudy.Coleman@bbc.co.uk