Matt Day

"Matt was a real asset to our production. Always positive and happy to lend an extra hand"

Kate Lane, Director: Fear of Water

Email: matt_day2@hotmail.com **Tel:** +44 (0)7504486125

Clean Drivers Licence and Car

Experience

Runner (Dailies) – The Hollow Crown (II) – Shakespeare Productions (For BBC)

Supporting the AD department with location lock offs, and looking after both principle and supporting artists

Runner (Dailies) – Holiday Of My Lifetime – Raise the Roof Productions (For BBC)

Assisting the DV Director while on location. This included driving duties on varying qualities of road

Floor Runner (Dailies) – Broadchurch Season 2

Working with the AD team to help the set run smoothly. I was also required to look after the large cast of supporting artists while they were waiting to be used.

Day Runner – Xfactor 2014 – Plymouth Auditions

This was a very varied role, incorporating several different responsibilities. Through the two day audition process I gained experience in street advertising, logging and crowd control duties.

Production Assistant/Runner- Siren Song – Feature Film – Dir: Ben Mart

Throughout this month long shoot I doubled up duties as the primary Driver, with that of a production office assistant. I also took on Ad Hoc duties around the set when needed.

Production Office Support *Primary Driving Duties*

Location Marshall (Dailies) – Cinderella (2nd Unit) – Kenneth Branagh/Disney Production

Location maintenance and locking off duties

Runner – Fear of Water – Feature Film – Dir: Kate Lane

Similar to my experience on Cinderella, however with the production being much smaller I had much more responsibility, working across all the departments.

Receptionist/Office Assistant – Instant MOT Centre

Although not an industry based position, this job required me to carry out a lot of the duties that would be part of an Office Runner's job description, developing directly transferable skills.

- *Front of House/ Customer Service duties*
- *Handling Bookings and Enquiries*

Qualifications and Training

BA(Hons) Film Production (2:1), 3 A Levels (B/C/C), 12 GCSE's A-C

I am also competent with a variety of Film & Office software including, but not limited to:

- MS Word	- PowerPoint	- MM Budgeting	- Final Cut X	- Adobe Encore
- Excel	- Outlook	- Final Cut Pro 7	- Adobe Premiere	- Avid Media Composer

References and further information available on request