

Emma Hubble

PRODUCTION RUNNER

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PROFILE

I graduated last summer from Norwich University of the Arts, where I studied Film & Moving Image Production. I am currently seeking a Runner/Production Assistant position within a fast-paced media environment to both develop and advance my skills and knowledge within the Film & TV industry. I have experience ranging across various disciplines including feature films, television, student productions and marketing. I am a positive individual who thrives when working around other like-minded characters, and always enthusiastic about the task at hand.

EXPERIENCE

Production Assistant, Company X Studios, Woodbridge- March 2014
"UFO X Files"

Responsibilities included:

- Ensuring smooth running of overnight shoot.
- Assisting the production manager.
- Acting as courier.
- General runner duties.

Production Assistant, Family Pictures Ltd/London Live, London- February 2014
"Jason Lewis Presents Sniggers With Attitude"

Responsibilities included:

- Conveying messages
- Assisting the production manager.
- Ensuring smooth running of shoot
- General runner duties.

Camera Operator/Runner, ALC Media Training, London- February 2014

Responsibilities included:

- Camera operation
- Demonstrating camera techniques to a classroom
- Ensuring smooth running of media training

Media Assistant, GlassBox Media, Ipswich- October 2013-January 2014

Responsibilities Included:

- Management of social media networks
- Extensive market research.
- Technical Support for corporate films.
- General administrative support.

Account Manager, Quintet Group, Norwich- July 2013- October 2013

Responsibilities included:

- Face to face customer acquisition
- Meeting sales targets & reporting sales figures to the manager
- Staff training
- Conducting second stage interviews/recommendations to the manager.

Runner, EQ Films, Norwich- August 2012 “The Haunting of Harry Payne”

Responsibilities included:

- Conveying Messages to cast & crew
- Delivering technical equipment to set
- Ensuring smooth running of overnight shoot.

**Production Assistant, The Cult Films Ltd. Norwich- July 2011-September 2011
“The Power”**

Responsibilities included:

- Dealing with telephone & email enquiries in a busy office environment.
- Undertaking general administrative support
- Distributing call-sheets & risk assessments.

**Camera Operator/Assistant Editor, Catch22/West Suffolk College.
Bury St Edmunds- 2010 “Tainted Love”**

Responsibilities included:

- Pre-Production & Planning
- Camera Operation
- Assisting the editing process

SKILLS & KEY ATTRIBUTES

- Full clean driving license & access to own car.
- Studio, Office & Location experience
- Proficient IT & film editing skills (Microsoft Office, Final Cut 7 & X)
- Able to communicate both verbally and in writing
- Persistent and will see a project through to conclusion
- Target driven and will work to the highest standard possible
- Able to work both independently and as part of a team structure

EDUCATION

Norwich University Of The Arts 2010-2013 –
Ba(Hons) Film & Moving Image Production- 2:1

Apple Certified Pro- Final Cut X- Level One
Granted By Apple On June 1, 2012

West Suffolk College 2008-2010
Video Production Level 3 BTEC National Diploma – MMM
Level 2 Key Skills In Application Of Numbers
Level 2 Key Skills In Communication

REFERENCES: Available on request.

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