

# JADE JOBES

Uxbridge, London  
07815816945 • jade\_jobses@hotmail.com

## EDUCATION

**Manchester Metropolitan University**  
(2011 - 2014)  
**BA Hons Film Making**  
**Second Class Honours: Division One**

**Doncaster College, The Hub**  
(2009 - 2011)  
**Creative Media Production (Film and Television)**

ED EXCEL LEVEL 3 BTEC National Diploma – Distinction (DDD)

**Don Valley High School and Performing Arts College**  
(2003 – 2008)

11 G.C.S.E's graded A\*-C

## EMPLOYMENT HISTORY

**Booking Agent, Uni-versalEXTRAS Ltd., Pinewood Studios, Iver**  
(May 2016 - Present)

- Assisting casting agents in order to complete client briefs under short deadlines
- Checking and booking supporting artists/extras
- Responsible for a variety of administrative tasks
- Dealing with the general public
- Conducting and running email campaigns dependant on a clients brief
- On occasion, casting for films, TV and commercials

**Runner/Freelance, Handheld Cine Club, Location**  
(May 2015 - April 2016 )

- Assisted on several shoots including a Trading Standards Awareness Campaign and supporting Director Rahi Rezvani on a music video shoot with the band, The Editors
- Ensuring the set was clear after shoots, checking and packing equipment
- Supporting crew and cast on both corporate and creative projects
- Working in a small team under time sensitive conditions

**Festival Assistant, Sheffield Doc Fest, Sheffield**  
(Jan 2016 – Feb 2016)

- First point of contact for delegates when calling
- Running errands behind the scenes of the festival circuit
- Heading the social media accounts
- Creating and researching content for the volunteer newsletter's
- Acted as assistant researcher

**Casting Co-ordinator and Production Assistant, Being Keegan (Short Film), Location**  
(Jan 2016)

- Working on a short film directed by Bafta shortlisted director Stephanie Zari, from pre-production to post-production
- Researching theatre companies, schools and football groups for potential actors
- Contacting potential actors and instructing them with audition tips for tapes
- First point of contact for potential actors, parents and crew regarding cast
- Building and maintaining relationships with cast and crew throughout production
- Arranging rehearsals and read-throughs in Liverpool, from a base in Doncaster
- Arranging fittings with cast on behalf of the costume department

- Ensuring all permission slips, contracts and child licenses are in place with the proper authorities and councils
- Working on location within Liverpool and acting as first point of contact for cast, crew and production

### **Production Assistant - The Secret Solstice**

*(June 2015)*

- Steward
- Office Assistant
- Runner
- Art Department Assistant

### **Volunteer - Sheffield Doc Fest**

*(June 2015)*

- Ensuring delegates were seated correctly and in the correct screening
- Ensuring the venue was cleared promptly and set up for the next screening/Q&A

### **Intern/Production Assistant - UK Locations**

*(June 2014 - Dec 2014)*

- Assist with on set shoots
- Office Assistant
- Office Runner
- Location Runner/Assistant
- Office Based Scouting
- Location Scouting
- Letter Dropping
- Dealing with the general public
- Organising recise
- Booker
- First point of contact for clients and home owners
- Heading the social media campaigns

## **PERSONAL SKILLS AND QUALIFICATIONS**

- I hold a full, clean driving licence
- Good working knowledge of the following editing softwares: Premiere Pro, Final Cut Pro 7, Final Cut Pro X
- Experience with the following equipment: Tascam DR100, Canon 550D, 5D and 7D
- Trained and experienced with the following programs: Microsoft office, Excel, Word, Outlook and Powerpoint
- Experienced with communicating over the phone and over email
- Social Media Course - Hosted by Sarah Allison

## **INTERESTS**

I have a keen interest in popular culture, fashion, film and literature. I have had the opportunity to work in several areas within film-making however, my focus is particularly within casting. I hope to work my way up to becoming a casting assistant and possibly a casting agent as that is my ideal career. I would like to work with a team with high standards that will enable me to enhance my skills further, however I do believe that I will be able to contribute to the team and the company positively by using my previous experience and hard working attitude.

## **REFERENCES**

Can be supplied upon request.