

## CONTACT

07926665267

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MANCHESTER

## SKILLS

- Organisation
- Time Management
- Preparation and Planning
- Budgeting
- Communication
- Attention to Detail
- Office 365 (Word and Excel)
- Google Softwares (Word, Sheets, Slides, Docs)
- Valid DBS Check

## RELEVANT TRAINING

- The Mark Milsome Foundation - Film and TV Online Safety Passport Course | Screenskills | March 2024
- Introducing British Sign Language | British Sign | March 2024
- Introduction to Sustainability for the Screen Industries | Screenskills | March 2024
- Work Well Series | Screenskills | March 2024
- Introduction to Disability, Access and Inclusion | Screenskills | March 2024
- Diversity, Equality and Inclusion for the Screen Industries | Screenskills | March 2024

## EDUCATION

- 2021 - PRESENT**  
SCREEN AND FILM SCHOOL  
BA (Hons) Filmmaking
- 2018 - 2020**  
PRESTON'S COLLEGE  
Creative Media Production and Technology | Distinction
- 2013 - 2018**  
GARSTANG COMMUNITY ACADEMY  
9 GCSE's all grade 9-5  
English Language: 8  
Maths: 6

# CHLOE BUSH

Production Office Runner / Production Trainee

## PERSONAL PROFILE

An enthusiastic recent university graduate, with experience producing micro-budget projects and working on low budget short films, looking for a runner/trainee position in a production office to start their career in High-End TV production. A reliable, systematic, communicative team player with strong active listening skills and an eagerness to learn new things. Has a friendly demeanour: passionate about inclusivity and increasing authentic representation of underrepresented groups in High-End TV.

## SHORT FILM EXPERIENCE

### **SURPRISE, BABY! | NORTHERN FORTRESS FILMS/ROPE LADDER FICTION** Production Trainee | September 2023

**Producer: Louisa Rose Mackleston | Executive Producers: Cameron Roach, Diva Rodriguez**

- Supported the producer by sourcing and managing Supporting Artists.
- Ensured SA releases were signed and uploaded to the appropriate production folders.

## STUDENT PROJECTS

### **CABBAGE | SCREEN AND FILM SCHOOL MANCHESTER** Producer | September 2023 - May 2024

- Developed story ideas, providing feedback to the writer
- Managed a £2,400 budget
- Created and circulated detailed production documents (such as risk assessments, call sheets, schedules) to manage logistics and keep everyone safe.
- Acquired access requirements and supported cast and crew wellbeing
- Liaised with and secured locations, additional crew and talent.

## WORK EXPERIENCE

### **OUTREACH ASSISTANT | ROPE LADDER FICTION** Waterloo Road Summers Connect | July - August 2023 Outreach Coordinator/Creative Lead: Joseph Morris | BBC Young Reporter: John Offord

- Created detailed agendas for the outreach sessions.
- Provided input on, and helped proofread, creative documents such as session slides and safe space manifestos.
- Assisted in creating a welcoming, inclusive and fun environment for attendees aged between 10-20 years old.
- Provided feedback on how to improve future sessions.

## OTHER EMPLOYMENT

### **SCREEN AND FILM SCHOOL MANCHESTER STUDENT AMBASSADOR** June 2022 - Present

- Acted as a friendly, welcoming presence to prospective students attending admission events, answering their questions and sharing knowledge about the courses and university.

### **HOUSEKEEPING ASSISTANT | GARSTANG COUNTRY HOTEL** June 2018 - August 2021

- Cleaned hotel rooms to a high standard within an allotted time frame, either working independently or as part of a pair.