

## James Hunter

### Production Assistant

jameshunter1990@hotmail.com

07769 274 173

**Bases in London & Liverpool (willing to travel)**

### SKILLS

Full UK Driving License (I am over 25 years old) & a car owner. 1st Option Safety Trained for Television & Film, Emergency First Aid At Work Qualified.

Experienced in, Scenearchive, DPO & Microsoft Office.

### DEVS (FX NETWORKS). PRODUCTION ASSISTANT

JUNE - MARCH. 2018 - 2019

PRODUCER: ANDREW MACDONALD DIRECTOR: ALEX GARLAND PRODUCTION COORDINATOR: SAM BLACK

Production assistant for a new show at Ealing Studios. Duties ranged from creating travel movement orders, using Scenearchive, DPO, Team Engine, updating and logging Audiolink, NDA, timesheet, dailies, vendor and distribution lists, ordering stationary, helping organise production meetings and assisting the accommodation & travel co-ordinator with HRG and BCD agents.

### MALEFICENT 2 (WALT DISNEY STUDIOS). PRODUCTION ASSISTANT

APRIL - JUNE. 2018

PRODUCER: DUNCAN HENDERSON DIRECTOR: JOACHIM RØNNING PRODUCTION COORDINATOR: MIRANDA MARKS

Production assistant for a major global studio at Pinewood Studios. Duties ranged from general runner responsibilities to rushes runs, purchase orders on DPO, using Scenearchive, organising lunch orders, learning Disney procedures, updating and logging Audiolink, NDA, timesheet, dailies and vendor lists, ordering stationary, helping organise production meetings and assisting the accommodation & travel co-ordinator.

### WAR OF THE WORLDS (MAMMOTH SCREEN). PRODUCTION ASSISTANT (DAILIES)

FEBRUARY - APRIL. 2018

PRODUCER: BETSAN MORRIS-EVANS DIRECTOR: CRAIG VIVEIROS PRODUCTION COORDINATOR: MARIA PAVLOU

Daily production assistant for a leading UK production company on a high end television drama. Duties ranged from driving crew to locations for scouting, arranging venue hire, assisting camera tests, making phone calls and emails.

### TOLKIEN (FOX SEARCHLIGHT). PRODUCTION ASSISTANT (DAILIES)

SEPTEMBER - DECEMBER. 2017

PRODUCER: PETER CHERNIN DIRECTOR: DOME KARUKOSKI PRODUCTION COORDINATOR: JANNIKA ÖBERG

Daily production assistant for an Oscar winning studio on a major feature film. Providing administrative for the production team. Duties ranged from arranging production meetings and social events, looking after cast, drafting letters, making phone calls and emails, organising deal memos, general set duties, travel arrangements, handling floats, petty cash and booking locations for different departments.

### OTHER WORK

PROJECT	COMPANY	ROLE	FORMAT	DATE
STANDARD CHARTERED	MILKMONEY	PRODUCTION RUNNER	COMMERCIAL	2018
HURRICANE FILMS	HURRICANE FILMS	DEVELOPMENT ASSISTANT	FEATURE FILM	2017
REDSHIFT	INDEPENDENT	PRODUCER	SHORT FILM	2017
TELL ME SOMETHING I DON'T KNOW	INDEPENDENT	PRODUCTION ASSISTANT	SHORT FILM	2017
HOLLYOAKS	LIME PICTURES	DIGITAL CONTENT EDITOR	DIGITAL	2017

### REFERENCES

Producer: Sarada McDermott, 07973 625 903, sarada@squarecirclefilms.co.uk

Production Co-Ordinator: Miranda Marks, 07803 254 524, miranda@mirandamarks.biz