

CONNOR BOYLES

Production Secretary/Assistant

Manchester (Bases in London, NE England, East Midlands) **USA dual national**

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Full, clean driving licence (25+, own car and business insurance)

I am a personable communicator who loves working with new teams and forming lasting professional relationships with the people I work alongside. I want to develop my skills and gain better perspectives on each new project. I have a get up and go attitude and I enjoy working with an enthusiastic team that nurtures a creative team with problem solving attitudes.

References available on request.

Commercial

Position	Production	Director	Producer/Contact	Date
Production Runner (Recce Driver)	Unreleased MOJ Campaign <i>Spindle</i>	Greg Hackett	Gareth Crothers	12/07/2023
Dailies Runner, Prep (Prod Service Company)	Gala Bingo – Look Up <i>Agile Films</i>	Noah Harris	Joe Vickers <i>LS Productions, service company</i>	04/05/2022

Feature Film

Position	Production	Director	Line Producer	Date
Production Coordinator (Pick Ups)	For Life <i>RPC/MRC</i>	Will Bridges	Savannah Power	Feb – Mar 24
Production Secretary	Marching Powder <i>Altitude/True Brit</i>	Nick Love	Savannah Power	Jan – Feb 24
Production Assistant	Marching Powder <i>Altitude/True Brit</i>	Nick Love	Savannah Power	Dec 23 – Jan 24
Production Assistant	A Mother for an Hour <i>Goldfinch</i>	Giga Agladze	Arran MacIennan	Oct-Nov 2023
Production Assistant	For Life <i>RPC/MRC</i>	Will Bridges	Savannah Power	Aug-Sept 2023
Production Runner	For Life <i>RPC/MRC</i>	Will Bridges	Savannah Power	Jul-Aug 2023
Production Assistant	Bonus Track <i>Sky</i>	Julia Jackman	Savannah Power	Aug-Sept 2022

HETV

Position	Production	Director	Production Manager	Date
Production Assistant (Cover)	The Jetty <i>Firebird Pictures</i>	Marialy Rivas	Cait Lyn Adamson	Dec 2023
Add. Production Runner (Dailies)	The Jetty <i>Firebird Pictures</i>	Marialy Rivas	Cait Lyn Adamson	03/10/2023

Short Film/Music Promo

Position	Production	Director	Producer	Date
Production Runner	Nines x Tunde x Muggy – I do <i>Saint Mary's Film Ltd.</i>	Nathan J. Tettey	Adam J. Watts	08/10/2023

References on request

Consent to keep on file and distribute

Right to work in UK.

Floor Runner	Doggerland <i>Delaval Film</i>	Jack B. Gill	Loran Dunn	June 2019
Floor Runner	Trucker's Atlas <i>Flat Cat Films</i>	Dan Thorburn	Sarah Palmer	February 2019

Skills

- Calendar management
- International travel coordinating, Eurostar
- Accommodation sourcing and booking
- Team Engine fluency
- Purchasing systems: SmartPO, Digital Paperflow
- Kit hire and liaising with tech HODs
- Booking and scheduling EPK and Unit Stills
- Van hire and logistics
- Wrap Reports
- Facilities vehicle hiring
- Courier/taxi booking and logging
- Booking hotbox catering
- Pulling/Printing Sides
- Office management

Other skills/qualifications:

- BA/Hons 1st Class, Filmmaking, Manchester Metropolitan University, 2019
- Albert sustainable production training
- Screenskills inclusive hiring for the screen industries training