

RUNNER/PRODUCTION ASSISTANT

**Connor Boyles**



**MANCHESTER BASED**

**Phone: 07462989939**

**FULL UK DRIVING LICENCE, OVER 25**

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### **PROFILE**

I am a runner/production assistant based in Manchester looking for employment in the screen industries. I am a confident communicator with excellent organisational and customer service skills. I have worked in Feature Length Drama, Commercials, Music Videos and Short Film. **\*I am eligible to work in the USA as a dual national**

### **SKILLS**

- FULL UK DRIVING LICENSE with **own transportation and business insurance**
- Organisational skills and budget management (Excel)
- Personable Communicator
- Use of EP SmartPO and basic knowledge of Scenechronize

### **EXPERIENCE**

**PRODUCTION ASSISTANT, FOR LIFE, ANDREA THE GIANT UK LTD, MRC/RPC  
AUGUST - SEPTEMBER 2023 (LONDON/SUSSEX)**

- 5 week shoot, promoted to PA for the shoot, same responsibilities as aforementioned. New responsibilities included:
- liaising with costume, HMUP to pack production office supplies into a Luton for numerous unit moves and setting up the new unit bases with green rooms, wifi dongles, water barrels.
- I worked with sound team for a day to run the playback into earwigs for cast playback
- I liaised with ADs and managed tea table stock.
- Was across street shooting with second unit, acquiring release forms from members of the public with photographs of face and signature.
- Managing expense forms for Line Producer and Production Manager with accounts team

**PRODUCTION RUNNER, FOR LIFE, ANDREA THE GIANT UK LTD, MRC/RPC JULY -  
AUGUST 2023 (LONDON/SUSSEX)**

- 4 weeks prep, responsibilities included office coffee runs, purchasing office snacks stock and water barrels. As well as purchasing furniture such as salon chairs, setting up changing areas for Cast and SA changing and setting up green rooms.
- Reconciling equals card receipts
- Booking and logging couriers

**REFERENCES AVAILABLE ON REQUEST**

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**PRODUCTION RUNNER, MOJ CAMPAIGN LOCATION RECCE, SPINDLE, JULY 2023  
(MANCHESTER AND NORTH WEST)**

- Picked up director and producer of prospective MOJ from hotel and drove to 2 different prison sites for a location recce for their upcoming campaign shoot around Shrewsbury and north Wales and back in time for their train.

**PRODUCTION ASSISTANT, BONUS TRACK, EREBUS PICTURES FOR SKY - AUG-SEP 2022 (YORK)**

- 6 week drama (2 prep, 4 shoot); Responsibilities included: Coordinating cast transport to base city from London and NYC and managing unit car pickups, trains and taxis in accordance with DooDs/Accommodation arrangements, contractual requirements (Exclusive transport/1st class) whilst staying under budget.
- I reconciled and production receipts for company cards.
- In addition I also maintained daily Unit Base tasks and delegated to trainees. This included: setting up cast green rooms, UB signage, maintaining tea table stock, managing prod office moves and tracking office supply levels and print spends.

**RUNNER, GALA BINGO, LS PRODUCTIONS - MAY 2022 (MANCHESTER)**

- Day Runner, Fitting Day - looking after Cast and Wardrobe departments; setting up clothing rails, purchasing lunch orders/craft, organising deliveries into the kit room and generally maintaining and keeping the production office presentable for an advertiser client visit.

**RUNNER, HERBALIFE, LS PRODUCTIONS – MARCH 2022 (MANCHESTER)**

- Daily Runner, unloading sprinter van in central Manchester to inventory kit into excel for the in-house database. (Various craft items, EZ-ups, Location consumables, First AID and COVID PPE).

**FLOOR RUNNER, DOGGERLAND, DELAVAL FILM FOR BFI NETWORK - JUNE 2019  
(MANCHESTER)**

- Short, catering to principle cast and crew on set, making coffee runs, maintaining tea table presentation and lending manual help ad hoc to other departments.