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Saoirse Griffin - Production Assistant

INTRODUCTION

I am a hardworking and dedicated film production graduate excited to begin my career in the industry. With years of experience in multiple roles, I have developed critical thinking abilities, problem solving skills, and organisational skills, all of which would make me a great addition to your team.

PRACTICAL SKILLS

- Proficient in Microsoft Word, Powerpoint, Excel, Outlook, DropBox and Teams.
- Working as part of a team and demonstrating effective communication skills.
- Full drivers licence.

EDUCATION

Limerick Institute of Technology, Limerick — *QQI Level 7 Degree in Screen Production Department Skills.*

January 2021 - October 2021

- This course has provided training in the software and skills required to break down a script, schedule, and budget for any major production.
- Another asset has been meeting people who share my interests and goals and with whom I would hope to collaborate in the future.

Screen Skills Ireland — *Passport to Production*

June 2021

- Completing Passport to Production has given me the practical tools to excel in the film production industry. The knowledge and experience that I gained solidified my desire to pursue work in film.

The Open College — *QQI Level 5 Diploma in Legal Practice and Procedures.*

December 2020 - February 2021

- After completion of this course I am now skilled at interpreting and analysing contracts.

Flying Turtle Productions, Dublin — *Advanced Screenwriting Certificate.*

October 2020 - April 2021

- I advanced my screenwriting capabilities, while forming connections in the industry.

Irish Film Academy, Dublin — *Certificate in Film and Television Acting.*

2016 - 2017

- During my time at the IFA it was a privilege to learn about working in film from experienced industry professionals. Our classes included scene study, film studies, camera craft, acting techniques, film combat and dialect training.

EXPERIENCE

Room Taken, Vico Productions — *Production Coordinator*

February 2023

- This is an upcoming role in which I hope to learn more about the role of a production coordinator.

West Cork Distillery Commercial, Jetpack Jungle LTD — *Production Coordinator*

February 2023

- In this role I was responsible for ensuring that our shoot day ran smoothly, this included organising catering, parking, and shooting permits. I also applied for our insurance for the day and completed a risk assessment of the venue.

All You Need Is Death, Family Values DAC — *2nd AD*

January 2023

- I was in charge of keeping track of the shooting schedule, creating and distributing call sheets, breaking down the script and communicating with all departments to ensure we are accomplishing our goals.
- As a result of these responsibilities, I had a lot of communication with all HODs in other departments, so I have had to learn a lot about how to communicate with each of them effectively.

Scary Tales of New York, Brainstorm Productions— *Production Trainee*

October 2022 - December 2022

- I assisted the production co-ordinator in admin tasks such as creating the cast and crew lists, adding all cast and crew to scenechronize.
- I also assisted with completing all deliverables at the end of the production, including creating and mailing notice letters, ensuring all contracts were completed, and reviewing risk assessments and TMO's.

Long Day's Journey Into Night, Ardmore Film Factory — *Cast PA*

August 2022 - September 2022

- Displayed budgeting, time management, and communication skills by taking care of four A-list cast members.
- My responsibilities included organising transportation, setting up trailers and accommodation, as well as taking care of any additional needs on and off set such as grocery shopping, placing lunch orders etc.

Simple Life Music Video, KYNSY — *1st AD*

August 2022

- Managed cast and crew on shooting days, ensuring everyone kept on schedule.
- Communicated with the director to resolve any timing issues, coming up with creative solutions.

Vikings Valhalla, Ashford Studios — *Office Assistant (Crowd Department)*

April 2022 - August 2022

- In this role, I was responsible for casting, booking, and managing extras on set.
- Among my duties are completing payment forms, sorting applications, monitoring continuity, and tracking the extra's availability.

- The role gave me an opportunity to cast one of the featured extras, and being involved in the casting process from beginning to end has given me a better understanding of the types of tasks I can take on.

Vikings Valhalla, Ashford Studios — *Trainee AD*

August 2021-October 2021

- Demonstrated time management and organisational skills when coordinating meal times for the cast and main crew.
- Assisted the extra's coordinator with assigning call times to the extra's, filling out chits, and signing off on time sheets.
- Managed the cast, ensuring they got to hair, makeup, and costume on time.

References available upon request.