

Stephen Murray

Dublin / Wicklow (Available to relocate)
Full and clean driving licence with a car

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EMPLOYMENT

- 2023** *May - Event Assistant* - The Irish Film and TV Awards.
Was tasked with preparing the winners' envelopes along with handing them and the awards to each presenter. Helped to ensure the event ran smoothly and as planned.
- 2023** *Apr - 3rd AD / PA to cast* - This Is Not An Attack On Your Parenting.
Worked on a two-day short film as 3rd AD and PA to cast.
- 2023** *Mar to Apr - Production Trainee* - Freud's Last Session.
Joined the production team during week 1 of filming. Took on all of my previous roles as well as learned to do Progress Reports, Contracts, Notice Letters, Create and Issue TMOs etc.
- 2023** *Jan to March - Production Assistant & PA to main cast* - Bring Them Down.
Began from week - 4 as production assistant. Learned to do some T&A, learned to edit sides. Also began working as PA to #1 on Callsheet from week - 2, along with production role.
- 2023** *Feb - Trainee AD (Dailies)* - Bring Them Down.
Stepped in as a Trainee AD on some of the busier days on set.
- 2022** *Dec - Production Assistant (Dailies)* - Peter Bailey Co. - GAA Commercial.
- 2022** *Oct to Dec - Production Trainee* - Wonky Chair Media
'Callan Kicks the Year: 2022'. Work included locations, organising catering, creating and issuing MOs, petty cash management etc. Worked as a trainee AD during shoot days.
- 2022** *Aug & Sept - Production Trainee* - MGM.
Worked on the production team as a trainee for Netflix's 'Vikings: Valhalla' Season 3.
- 2022** *Feb to May - Translator and Editor* - ELLONA
Worked as a contractor in France to proofread, edit and translate documents.
- 2019 - 2020**
Marketing & Box Office - Smock Alley Theatre.
Promoted shows and liaised with theatre companies ensuring all of the production requirements were met. Managed social media accounts and ticket sales.

ADDITIONAL TRAINING

- Completed the Albert Training Course online in February 2023

EDUCATION

2021 - 2022 International diploma in Political Science - Sciences Po Toulouse.

2016 - 2020 Politics and Economics Bachelors of Arts - University College Dublin.

Languages

English (native)

French (proficient)

Irish (intermediate)

Skills / Experience

- Experience with various PO software
- Microsoft Office Suite (ECDL)
- Contracts / Notice Letters
- Pulling and Editing Sides
- Progress Reports
- Experience as a personal assistant
- Albert Trained
- TMOs
- Movement Orders
- Locations

A motivated and driven individual with excellent time-management skills, an aptitude for languages and effective communication, who enjoys working as part of a team. Not one to shy away from a challenge and works well under pressure. Has experience working in theatre, and has recently made the move into Film and TV production.