

# Ben Tivey

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## Professional profile

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Upcoming graduate from the University of Hertfordshire with a Bachelor's in film & Television Production (BA). Looking to further develop production management and filmmaking skills in a professional environment. Highly focused and organised with any tasks given. Experience as a 1st Assistant Director, drafting and handling production paperwork (call sheets, location agreements, etc.), Editing and organising rushes (including syncing sound), Boom Operator and working as an Editor.

## Key Skills

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- Committed team player, able to inspire and encourage other colleagues to work as a team.
- Ability to interact with customers, putting people at ease and assisting them effectively.
- Able to lead and work in a team effectively and encourage liaison between co-workers.
- Drafting and sending important emails/documents.
- Sorting and sound syncing rushes.
- Editing skills on Final Cut Pro and Avid Media Composer.
- Able to handle and organise social media pages.
- Organisational skills in data management.
- Able to lead and follow health and safety regulations.
- Able to work cooperatively as a team.
- Attention to detail – When I have a task, I will persevere until it is complete.
- Remains calm and focused under pressure and able to work within deadlines.
- Efficient in Microsoft software.
- Handling multiple tasks.

## Career Summary and Experience

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- Administrative paperwork for film and tv.
- Communication with clients/councils via phone/email.
- Runner Experience in student films and post-production company.
- 1st Assistant Director on graduation film.
- Organising films crews and directing short film projects (student and personal productions.)
- Screenplay/Script writing on graduation film.
- Boom operator experience in student films.
- Editing experience in 'Final Cut Pro' and 'Avid Media Composer'.
- Screenplay writing experience in 'Fade In' for short drama and comedy films.
- Worked on/written short comedy YouTube videos.
- Directed a music video.
- Directed and edited a documentary.
- Wrote, Directed and Edited an Audio Drama using 'Garageband' (On Spotify and iTunes)

**1st Assistant Director/Writer/Casting Director/2nd Assistant Editor – Graduation Film ‘Lullaby’ - October 2021 - May 2022**

- Managed and disseminated schedules for/between Director, Crew and Talent.
- Managed Talent and Crew on set.
- Met requests made from Talent between shooting hours.
- Wrote the film, worked with director to help execute his vision.
- Wrote and sent out casting calls on Star Now & Spotlight.
- Reviewed and met with potential actors for casting.
- Organised and did Sound sync for rushes, inputted metadata.

**Volunteer – Assistant Leader at Ventures Camp, August 2021**

- Volunteer leader at residential camp for children aged 14-18 (held at a boarding school).
- Required to ensure safety during activities for members.
- Worked as a team to help serve food and clean large areas after hours.
- Supervised and coordinated members through site.
- Set up and lead activities with members.

**Volunteer – MS Charity, November 2017 – February 2018**

- Required to interact with customers, taking donations and assisting them.
- Cleaned the shop and created displays as a team.

**Volunteer – Lyonsdown Church, September 2017 – March 2020 (Stopped due to Covid)**

- Played Bass in Church Band during two services every Sunday.
- Set up and pack down tea and coffee stands.
- Served food and drink after Church service.
- Lead group studies and helped other volunteers with their own studies.

**Runner – Electric Theatre Collective – June 2016**

- Food pickups and deliveries.
- Making tea and coffee for editors.
- Experienced different post-production departments

## Skills and Education

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**Key I.T. Skills:** - MS Office

**Interests:**

- Music, Guitar
- Script Writing/Screenplay
- Editing
- Video Gaming
- Watching & Analysing Movies/TV
- Miniature Painting in Board Gaming

References are available on request

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