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Paige Cawtheray



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# PAIGE CAWThERAY

Production Assistant  
Bristol Based

## PROFILE

I am a diligent independent short film producer with 4 years of admin and organisational experience across academic and professional settings.

I've specialised in producing since 2019 with a thorough, preemptive and compassionate approach to organisation, interpersonal and professional communication. My BA filmmaking degree and skills as a producer have secured me a previous internship with a film festival and an interview with BAFTA on my craft.

I'm currently looking for admin and production roles in an office/ hybrid environment where I can exercise my love for organisation daily. I have a particular interest in working to support film and HETV production. I have a primary base in Bristol and a secondary in Surrey with easy access to London.

## PERSONAL SKILLS

Attention to detail

Admin and personal organisation

Team leadership

Interpersonal communications

Time management

## TECH SKILLS

Fluent in Softwares:  
Microsoft Office, Google suite, Slack,  
Canva, Mac.

Experienced use of social media sites,  
branding and copywriting.

Video content creation.

Skilled in document construction,  
functionality and displaying data.

Radio Etiquette

## PROFESSIONAL

### *Encounters Film Festival (July - Oct 2023)*

#### **Festival Assistant and Print Transport Manager**

My internship role focused on managing file transport for DCP creation of the 100 competition films and 80 guest programme films. This required:

- Thorough and concurrent management of my email correspondence, file organisation spaces and spreadsheets.
- Streamlining of company-wide physical and digital archives.
- Heavy IT usage, solidifying my fluency in data presentation and Microsoft Office.

### *Guest Lecturer (Oct 2023)*

#### **University of the West of England**

I conducted a lecture for the current third year filmmaking students on the topic of their first module, where they created 3 short films in 6 weeks.

- I used my previous work on the module as a case study to talk them through how to produce 3 short films in 6 weeks.
- This required producing knowledge and clear presentation creation, in tandem with the ability to verbally deliver information in a universally understandable and concise way.

### *St Peter's Hospice (Sep 2022 - July 2023)*

#### **Sales Advisor**

My most recent retail role from a 5+ year history.

- Retail has provided invaluable interpersonal skills training due to the range of people I have worked with and served.
- I worked here in a solo role on shop floor due to my abilities with management and intuitive working.
- Time awareness in respect to dividing my tasking was also something I implemented daily in this role.

### *BFI Network Southwest Producer Lab (Sep 2023)*

#### **2023 Cohort Member**

A 2 day course run by BFI Network with Film Hub South West and Bristol Screen Producers. I was 1 of 10 selected producers taking part in the lab.

- It reinforced my knowledge on legals, financing and development for film production across all stages.
- The aim was to prepare us to apply for the BFI Short Film Fund, and to move into careers in HETV and feature film.

### *Interview with Albert and BAFTA (Oct 2023)*

#### **Producer of 'Fast Fashion Mountain'**

I discussed my producing approach to 'Fast Fashion Mountain' (a 30 second ad for The Soil Association) in relation to production sustainability and collaboration.

- The interview and a case study on the project has been released by Albert to their educational partners.
- Available to read [here](#).

## EDUCATION

**(BA HONS) Filmmaking**  
**University of the West of England**  
(2020-2023)

Specialism in Producing and production management.

**Year Representative**  
(2022-2023)

Level 3 Filmmaking year representative in the UWE Student Union

**College and Secondary**  
English Language and Literature  
GCSE - A\*                      A Level - B

## ACCREDITATIONS

Albert Accredited (2023)



## REFERENCES

Professional, academic and personal references can be provided upon request.

## UNIVERSITY WORK

I have specialised in producing for all 3 years of my study. In that time, I've created consistently smooth project workflows across moderate scale productions and budgets. For my year, I've been a leader of communications between us and the uni, and I've created broadly used film documents and spreadsheets for use across all stages of production.

***Mother Moon*** (2023, Dir: Olive Sant)

**Producer | Budget: £2,500**

University of the West of England graduate film.

Violet, a 250 year old vampire, spends her last night in her home town before touching sunlight for the first time.

***Fast Fashion Mountain*** (2023, Dir: Nikki Brooks)

**Producer | Budget: £250**

A commercial shot on 16mm for The Soil Association to promote fashion sustainability and earth-conscious shopping.

**Winner** - 3rd in brief - NAHEMI Kodak commercial competition.

***Rockaway Park*** (2022, Dir: Amy Smith)

**Producer**

A university documentary that follows the lives of the people living, working and thriving at Rockaway Park. Special screenings at The Watershed and The Cube (Bristol).

## FREELANCE

My freelance work is where I refine my self organisation and leadership skills, as well as my client communications.

***My Friend Sebastian*** (2023, Dir: Tina Quinnen)

**1st Assistant Director**

A self-funded indie film project created by UAL graduates where I freelanced as an AD. In post-production.

**Short Interviews for BFI, BAFTA and British Council** (2022)

**Producer/ Director**

A vox-pop short with filmmakers in industry. Made to promote the Short Film Toolkit made by the BFI, BAFTA and the British Council to help first time filmmakers make their first short films.

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**PAIGE  
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