

ANNA TOMLINSON

STATEMENT

I am a dedicated professional with experience working in the public art production, administration in arts organisations and in the film and TV industry. I am proactive, responsible and comfortable working to strict schedules in highly pressured environments.

ARTS WORK EXPERIENCE

EMERGING ARTS PRODUCER. Super Culture, Bristol. March 2025 - present.

Assisting a Senior Creative Producer in social media comms, administrative work and supporting local artists to develop commissions for Promenade Weekender; a public art project.

PRODUCTION ASSISTANT. Adare Productions, Dublin. April 2025.

Working as the producer's assistant on a large scale shoot on location including managing release forms and petty cash.

RUNNER. Fresh Start Media/Sky News, Bristol. March 2025

Working alongside a Producer director in shooting a children's news show on location.

YOUTH COORDINATOR & AUDIENCE ENGAGEMENT ASSISTANT. Te Tuhi Contemporary Arts Centre, Auckland. November 2023 - July 2024.

Managing the budget, developing and promoting a programme of events and coordinating a team of youth leaders for a youth space. Supporting the director with gallery administration.

RESEARCH ASSISTANT. Manaia M Films, Auckland, New Zealand. April 2024.

Assisting a director by researching and planning pitch decks for funding applications for documentary, comedy and feature film content.

PRODUCTION ASSISTANT & CAST MINDER Drag Race Down Under. Warner Bros. International, Auckland. February 2024.

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SKILLS

- Full, clean UK driving licence
- French speaker (Advanced, B2)
- First Aid trained
- 70+ WPM typing speed
- Social media skills
- Confident using Microsoft 365, Survey Monkey, Eventbrite, TicketSolve
- High level of digital literacy
- Proofreading and editing
- Research skills
- Film/TV production administration
- Working to deadlines
- Managing budgets, teams and databases
- Working with children and individuals with additional needs

VOLUNTARY EXPERIENCE

CREATIVE WRITING MENTOR Arkbound, Bristol. May 2024 - present.

FUNDRAISER Project Play, Calais, France (remote). Oct 2021 - Oct 2023.

FRONT OF HOUSE Everybody Eats Community Restaurant, Auckland. October 2023.

SOCIAL MEDIA ASSISTANT CoppaFeel Society, Bristol. September 2017 - June 2018.

EDUCATION

Worked within the production team in sourcing props and supporting the art dept, organising travel and accommodation, assisting on set as well as pre-production.

ARTIST ASSISTANT

The Ark Children's Cultural Centre, Dublin. *July 2022 - August 2023.* Facilitate accessible and inclusive workshops and exhibitions at this children's theatre and cultural centre.

RUNNER. European Professional Club Rugby Finals. Progress Productions, Dublin. *May 2023.*

Managed entertainment to create a fun and inviting atmosphere for crowds of up to 51,000 people at the Aviva Stadium. Chaperoned talent and provided a wide variety of support to production managers.

PRODUCTION ASSISTANT. Carols from the Castle. RTE, Dublin. *November 2022.*

Liaised with presenters, orchestra members and other talent to

facilitate the strict filming schedule.

OTHER EXPERIENCE

TRANSLATOR FR/EN. Stillman Translations.

April 2023 - present. Freelance work on a range of texts as a translator and proofreader.

M.Phil Literary Translation. Trinity College Dublin. *Sept 2021 - Aug 2022.*

BA French. University of Bristol. *Sept 2016 - June 2020.*

TRAINING

BAFTA albert: Sustainability in TV Production

ScreenSkills, Introduction to sustainability in the screen industries

ScreenSkills TV Logger Course

Child Protection Training

First Aid Trained, Level 1

INFORMATION

French speaker (Advanced, B2)

References available on request.

This CV may be kept on file and distributed for employment purposes.