

Louise Wallace

PRODUCTION ASSISTANT & RUNNER

Contact

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Professional Summary

Filmmaking graduate with practical experience in producing and production support across short films, music videos, TV and documentary projects. Currently seeking opportunities as a Production Assistant or Runner to further develop skills and gain additional industry experience.

Professional Work Experience

Take Care (Mr Mr Films & BBC Short Film) | July 2022

PRODUCTION ASSISTANT & RUNNER

- 2-3 weeks administrative online pre-production work as a Production Assistant, and 5 days as a Runner and Camera Trainee on set

Ramsgate International Film Festival | June 2022

FESTIVAL FRONT OF HOUSE AND TECHNICAL ASSISTANT

- Displaying and presenting short and full-length feature films throughout the duration of the festival within multiple screening venues as Front of House and Technical Assistant

Personal Assistant | Holiday Placement 2022 - 2023

PERSONAL ASSISTANT TO ADMINISTRATION & COMPLIANCE MANAGER

- Supporting the Administration and Compliance Manager with document control, minute taking, processing technical submittals, procurement tasks, and managing engineer health and safety reports for client issue during two holiday placements at Monicam Ltd T/A SCI

Student Vice President | October 2023 - 2024

MET FILM SCHOOL STUDENT VICE PRESIDENT - EALING CAMPUS

- Overseeing the London Campus after a campaign and election process, this led to organising events, managing a student senate budget, advocating for the student body, and attending regular meetings with the board and heads of Met Film, representing the student voice

Last Night (Slick Films Short Film) | October 2025

PRODUCTION ASSISTANT & RUNNER

- Maintaining a clean and organised set, managing craft services, supporting crowd control, and proactively resolving on-set issues to ensure a safe and efficient working environment

Projects

Lemons (Short Film) | February 2023

CINEMATOGRAPHER & PRODUCTION DEPARTMENT

Live On Stage Five | March - November 2024

PRODUCER - Episodic Live Music Sets

Veritas | April 2024

DIRECTOR - Short Film

Camp Hope | May 2024

PRODUCER - Short Film

4 UR TASTE | July 2024

PRODUCER - Music Video

When I Don't Jump | August 2024

PRODUCER - Documentary

Ajar | October 2024

PRODUCTION MANAGER & 1st AD - Short Film

Empty Eyes | February 2025

PRODUCER - Music Video

Smoke City Scandal | January - April 2025

PRODUCER - 3 Episode Mini-Series

Stay With Me | June 2025

PRODUCER - Short Film

7 Minutes | July 2025

DIRECTOR - Short Film

Balletomane | August 2025

PRODUCER - Short Film

Professional and Technical Skills

Communication	Organisation	Negotiation	Leadership	Risk Assessing	Problem Solving
Public Speaking	Pitching	Creativity	Networking	Budgeting	Team Work

Education

Met Film School | 2023 - 2025

BA (Hons) Practical Filmmaking 2-Year Course

Young Film Academy | 2022

Summer 2022 Course

Dover College | 2016 - 2023

GCSE & A-Level Education

- Head Girl of School
- The J Lee Thompson Trophy for Media
- The Gilchrist Memorial Prize for Service

Awards and Certification

First Class Honours in BA Practical Filmmaking | 2025

Mark Milsome Training | 2024

Basic Disclosure and Barring Service (DBS) Check | 2025

Coronavirus Production Training | 2025

A-Level Certifications | 2024

Film Studies - Distinction*

Photography - A*

EPQ - A*

Art - A

History - C

GCSE Qualification's | 2021

9 GCSEs - Grades A*/9 to B/5