

LARA  
RICHARDSON



07732951721



lararichardson8@gmail.com

**Looking to combine operational and facility management experience  
with passion for post-production.**

## EXPERIENCE

### **Facilities Coordinator | Screen Education Edinburgh | Oct 2017 – Dec 2018 | Nov 2019 - Present**

- Manage equipment, room and edit suite bookings in addition to the maintenance, replenishment and movement of all resources.
- Organising, overseeing and improving technical workflows along with policies/guidance.
- Manage media produced from productions including data wrangling, archiving, mastering and carrying out QC's, updating and maintaining film databases.
- Providing technical support by troubleshooting/repairing production equipment, edit suite or general IT issues.
- Regularly setting up edit projects, ingesting and syncing rushes, creating deliverables, sourcing music, creating graphics, carrying out basic sound mixes and colour correction.
- Responsible for researching, planning and training staff on new digital workflows during transition to remote working due to Covid-19. Troubleshoots IT system issues for staff and learners.
- Editing short documentaries, trailers and BTS.

### **Operations Assistant & HR and Accounts Assistant | SCS Cleaning Services | Feb 2019 – Sep 2019**

- Planning schedules, weekly rotas, run folders and contingency plans for operatives.
- Dealing with enquires and complaints from customers, creating operational paperwork, booking in work, diary management for managers and director, filing and logging data.
- Creating Invoices, resolving account enquires, paying supplier invoices, issuing/creating HR paperwork and risk assessments, managing in-house and external stock supplies.

## ADDITIONAL EXPERIENCE

### **Assistant Tutor | BFI Film Academy Scotland Residential 2019**

Provided support to teaching staff and technical advice on film equipment to students, synced rushes for short films, carried out QC and exported final deliverables of films within tight turnaround.

### **Work Experience | Freakworks | Mar 2019**

Shadowing post-production team, learning about the facility's processes and systems including QC, data management, working with clients, editorial management system (EditShare) and deliverables.

### **Work Experience | Blazing Griffin | May 2017**

2 weeks shadowing edit and production assistants, carrying out running duties and learning post production workflow.

## TRAINING & EDUCATION

### **Inside The Edit – Creative Editing Course | 2019 - 2020**

Creative editing course looking at TV paperwork, advanced techniques on editing, working with clients and directors.

### **Hit The Ground Running | Jan – Mar 2019**

5 Day course on skills and knowledge needed for working in TV/Film.

### **HND TV Production | Edinburgh College | Sep 2015 – Jun 2017**

Trained in all aspects in filmmaking/content creation. Grade A.

## REFEREES

**Graham Fitzpatrick**  
Creative Development  
Officer

Screen Education  
Edinburgh

[graham@screen-ed.org](mailto:graham@screen-ed.org)

0131 343 1151

### **Steven Cook**

Freelance Photographer  
and Lighting Cameraman  
[stevencookpictures@outlook.com](mailto:stevencookpictures@outlook.com)

07793 964 819

## SOFTWARES

- Avid Media Composer
- Adobe Creative Suite
- DaVinci Resolve
- After Effects
- Premiere Pro CC

## KEY SKILLS

- Organisation
- Time Management
- Problem Solving
- Adaptability
- Communication