



MATILDA DAWES - PRODUCTION RUNNER / ASSISTANT

matildajdawes@gmail.com . +44 (0) 7769331 835

CALLBOX: . +44 (0) 1932 592 572 . www.callboxdiary.com

COMPANY	PRODUCT	PHOTOGRAPHER	PRODUCER	POSITION
24 Productions	Adidas - Attd. Stadium	Lukas Korschan	Bianca Anton (Prod. Director)	Runner
Shiny Projects	Fashion Stories - MATCHESFASHION, 'A Modern Outlook' & 'New Romantics'	Luca Khouri	Anna Celeste Walters	Production Assistant
Shiny Projects	Cover Story - Vogue Italia + L'Uomo Vogue, Anja Rubik	Harley Weir (Director)	Charlotte Cockbill	Production Assistant
24 Productions	Adidas - Attd. Body Double	Lukas Korschan	Louis Barron	Runner
Shiny Projects	Feature - Vanity Fair U.S. Elle Fanning & Nicholas Hoult	Emma Summerton	Charlotte Cockbill	Production Assistant
Shiny Projects	Ad Campaign - Jo Malone Fragrance, 'Heroes'	Felix Cooper	Belinda Foord	Production Assistant
Shiny Projects	Music Video Pick-Up Shots - Nowness, Leonard Cohen 'Thanks for the Dance'	Harley Weir (Director)	Belinda Foord	Production Assistant
24 Productions	Adidas - Attd. 4D Product	Will Bunce	Rhiannon Reid (Head of Prod.)	Runner
Noir Productions	Promo - Warner Records UK, L'Devine	Claudia De La Mata	Zoe Rose-Davies	Production Assistant
Shiny Projects	Cover Story - Violet Magazine, Gugu Mbatha-Raw	Emma Summerton	Charlotte Cockbill	Production Assistant
138 Productions	Ad Campaign - Calvin Klein Fragrance, Richard Madden	Jonas Lindstroem	Iain McCray Martin	Crafty PA (Craft Prep & Coordination)
Shiny Projects	Press Junket - Viktor & Rolf, 'Flowerbomb' Anya Taylor-Joy	Txema Yeste	Belinda Foord	Production Assistant
Shiny Projects	Editorial - Harper's Bazaar UK, May '20 Issue, 'Three Graces'	Betina Du Toit	Iain McCray Martin	Production Assistant
Eliza Jane Howell	Video & Photo - Gill Harvey Collections	Daniele Roversi	Matilda Dawes	Jnr Producer & Styling Asst
Roman Holiday	Film - 'The Bike Thief' (2020)	Matt Chambers	Michael Gillespie (Prod. Manager)	Location Marshall

UNIVERSITY OF WESTMINSTER: 2011 - 2015

- BA Hons Illustration & Visual Communication

UNIVERSITY FOR THE CREATIVE ARTS, Maidstone (UCA): 2010 - 2011

- BTEC Foundation Diploma in Art, Design & Media Practice - Distinction

SKILLS

- Proficient in both Windows & Mac
- Proficient with Adobe Photoshop & InDesign
- Familiar with Microsoft Excel
- Illustration and Visualisation
- Basic Italian

OTHER EMPLOYMENT

FREELANCE

Illustrator, Runner, Production & Showroom Assistant: Oct 2015 - Present

- Experienced in exhibiting and selling artwork and merchandise at various events including: New York Comic Con x MCM Comic Con Metaverse, MCM London Comic Con (Spring & Autumn), MCM Glasgow Comic Con, London Film & Comic Con, EM-Con Nottingham, The Garden Show (Stansted Park) and other events.
- Showroom Assistant for Diane Sykes Fashion and Sally Dawes Agency, and worked at other fashion trade shows including 'Pure London' & 'Scoop London'.

SHINY PROJECTS PRODUCTION COMPANY

Production Assistant: Jan - March 2020

- Working as a full-time Production Assistant. I assisted with pre-production: creating call sheets, participating in team communications, researching locations and equipment, assembling gift bags and prepping of production kit. As well as being on-set Production Assistant and responsible for storage space organisation.

FLINTS THEATRICAL CHANDLERS

Marketing Assistant: Feb - May 2017 & Nov - Dec 2020

- Working as part of the marketing team on 'Flints Theatrical Chandlers Catalogue' 2017/18 and 2021/22, using Adobe InDesign to update text, images and layout.

ELIZA JANE HOWELL

Retail, Office & Show Assistant: March 2016 - Sept 2020

- Office assistant, creating the line sheets and price lists, filing documents, office organisation, dealing with customer queries, packing and receiving orders.
- Retail assistant, sales and customer relations, pricing items, stock management, visual merchandising including responsibility for window displays.
- I assisted annually with trade shows, 'White Gallery - London Bidal Fashion Week' and 'Harrogate Bridal Show', including sales, styling assistant for trade show model, running errands, packing and transport of goods, stand set-up and disassembly.
- Junior Producer for annual collection photoshoots, covering pre-production, call sheets, on-set PA, time keeping, styling assistant and post production coordination.

STELLA McCARTNEY

VIP Gifting: Nov - Dec 2015

- Two month placement as one of two Christmas Wrappers responsible for VIP Gifting. Required attention to detail, precision and presenting a consistent aesthetic.