**KIRSTY BEATON**

kirsty.beaton@virgin.net

0210 825 9746

***Visa***

Working Holiday Visa New Zealand – Expiry Date: Feb 2018

***Current Experience***

July 2017 to present – **Field Theory Media, Auckland, New Zealand // Freelance Researcher & Production Assistant**

* On an in development documentary feature, produced by Fiona Copland

June 2017 to present – **Karen Kay Management, Auckland, New Zealand // Client Services Coordinator**

* Working within the Film & Commercial Division. Duties included:
	+ **Diary Management** – coordination of schedules and appointments
	+ **Legal** - contract administration and negotiation of deals
	+ **Database & Website Management –** of internal and external servers
	+ **Script-reading** – including analysis and breakdown of content and roles
	+ **General administrative duties** – point of contact through phone & email, filing etc.

***Relevant Experience***

July 2017 to August 2017 – **New Zealand International Film Festival, Auckland, New Zealand** // **Volunteer Usher**

* Front of House position in various venues throughout Auckland

May 2017 – **DocEdge Festival, Auckland, New Zealand // Festival Hub Volunteer**

* First point of contact for members of the public and filmmakers to the festival venue, offering advice & recommendations.

June 2014 to June 2016 – **Troika Talent, London, UK // Agent’s Assistant**

* Assistant to agents Conor McCaughan and Sam Fox who represent top-tier British and European actors, writers and directors. Duties included:
	+ **Personal Assistant duties** - for clients and agents, including diary management and managing of production schedules. Handled comprehensive PA duties for David Walliams.
	+ **Travel / Visa Coordination** – including international travel
	+ **General administrative duties** – first point of contact through phone and email, dealing with incoming/outgoing mail and management of social media accounts and websites
	+ **Video Editing** - creating and editing footage through programs such as iMovie
	+ **Script-reading** – including analysis and breakdown of content and roles
	+ **Legal** – negotiating of fees, handling deals and drafting of contracts for clients
	+ **Finances –** invoicing and database management
	+ **Publicity** – responding to press requests, copywriting of press releases and handling logistics of press events

September 2013 - **Hamilton Hodell, London, UK** // **Intern and Office Runner**

* Month placement at a leading UK Talent agency where I was the first point of contact for clients, industry and members of the public over the phone and face-to-face. Duties included reading and reporting on scripts and the recording of casting sessions. Other administrative duties included photocopying, archiving and handling incoming and outgoing mail.

June 2013 – **Lovett Logan Associates, London, UK** // **Intern**

* Scottish talent agency, London office. Was the first point of contact for clients, industry and members of the public, read and reported on scripts, created showreels through iMovie and other administrative duties such as assisting with diary management.

October 2012 to June 2013 – **Lindberg Management APS, Copenhagen, Denmark** // **Script Reader**

* Working two days a week (alongside studies) for a leading Scandinavian Talent Agency. Reading English language scripts, editing contracts and general administrative duties.

***Skills***

**Computing:** Capable of using all Windows Packages (Word, Excel, PowerPoint) and able to use Mac and PC. Knowledge of HTML, PHP and Photoshop and some experience in iMovie.

**Driving:** Full, clean UK driving licence since April 2008 (can be used in New Zealand until Feb 2018)

**Foreign Languages:** Russian (Beginners),Danish (Beginners), Spanish (Basic)

***Education and Qualifications***

2010 to 2014: **The University of Kent, Canterbury, United Kingdom**

**LLB European Legal Studies** (Qualifying Law Degree) **Grade:** 2.i

**2012-2013 – University of Copenhagen, Denmark** – Year Abroad - Erasmus Scheme

2008 to 2010: **The Sixth Form College, Farnborough, United Kingdom**

 **A-levels:** Law (A\*), Maths (A), History (A), Psychology (A)

***Volunteering & Other Employment***

March 2017 to April 2017 – **Fletcher** **EQR, Christchurch, New Zealand** // **Temporary Administrator**

* Temporary Administrator – processing and archiving property claims resulting from the 2011 earthquake. Included database management, claim investigation and general administrative duties.

June 2016 to Present – **International Travel and Volunteering**

* Travelling and Volunteering within Hungary, Slovenia (Sustainable Development Project), Italy, Romania, Scotland (Croft), Australia (Pig Farm – Tasmania) and New Zealand.

October 2010 to May 2012 – **Criminal Appeals Team, Kent Law Clinic, Canterbury, UK** // **Team Leader**

* Part of the Innocence Project UK dealing with criminal appeal cases, focusing mainly in the Kent area.

***Interests***

**Hiking:** Long distance tramping and mountaineering

**Films and Theatre:** attending Film Festivals and theatre shows

**Literature:** classics and modern fiction

**Scuba Diving:** PADI Advanced Open Water diver with over 5 years experience

**Screenwriting:** Short and Feature Films

**References** – Details available upon request