

**Charles Hills**  
**Production Assistant | Assistant Director**  
**London**

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## **Overview**

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Resolute content creator skilled at realising excellent creative outcomes while operating within commercial and logistical constraints. Strengths lie in completing complex projects through diligent planning across the production lifecycle and building robust relationships with all contributors.

Demonstrable record of success in episodic TV, feature film, and short film productions. Experience in budget management, shot list coordination, production scheduling, on set management and problem-solving.

Diligent, systematic, and collaborative member of many film production teams.

## **Career Summary**

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### **'Marion's Lilles' (2024) – Short Film – Second Assistant Director**

Demonstrated leadership in managing conflicts and ensuring compliance with legal and safety regulations. managed location coordination, completed health & safety risk assessments, and controlled.

### **'Memoria' (2023) – Short Film – Second Assistant Director**

Collaborated closely with the director, producers, and other department heads, adapting to changes and solving problems under pressure. Near-paying diligence is crucial in handling documentation such as call sheets and shot lists.

### **'Creek Street' (2023) – Short Film – Producer and First Assistant Director**

Led the development process, including planning meetings, location and talent selection, rehearsal management, budget estimation, location recce, feasibility management, and risk management. Formulated shooting schedule.

### **'You're a Psychopath. I Love You' (2023) – Short Film – First Assistant Director**

Managed a talented crew through tight shooting schedules across multiple locations. Intimacy and vehicle coordination. Completion of night shoots and break days.

### **'Sunset Lullaby' (2023) – Short Film – First Assistant Director**

Scheduled around sunlight and changing weather patterns. Risk management, management of location coordination. Industry-standard shooting schedule and call sheets. Management of the crew and cast. Awareness of relevant laws and regulations related to filming.

### **'Carol' (2023) – Feature Film – Second Assistant Director**

Generated script breakdown, shooting schedule and resulting call sheets. Organised on-set coordination, including talent management and problem-solving.

### **'Puritan' (2022) – Music Video – First Assistant Director**

Demonstrated the ability to multitask, make quick decisions, and work within budget constraints, essential for successfully leading a short film crew from pre-production to post-production. Words.

### **'Sanctum' (2022) – Episodic TV Series – First Assistant Director**

Met Budget demands, developed and distributed call sheets. Executed shooting schedule through diligent time management.

## Education

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### **2025 23 Apr**

NFTS short course  
Production Coordinators

**NFTS**

NATIONAL  
FILM AND  
TELEVISION  
SCHOOL

### **2025 02 Apr**

NFTS short course  
Introduction to Working in the Assistant Directors' Department

**NFTS**

NATIONAL  
FILM AND  
TELEVISION  
SCHOOL

### **2025 12 Mar**

NFTS short course  
First Steps into Film and TV: Production Assistant

**NFTS**

NATIONAL  
FILM AND  
TELEVISION  
SCHOOL

### **2021 – 2023**

Met Film School London  
Ealing Studios, Ealing Green, London, W5 5EP  
BA (Hons) - Practical Filmmaking (2.1)



### **2020 – 2021**

Awarding Body: University of the Arts London (UAL)  
Oaklands College, Welwyn Garden City, AL8 6AH  
Level 3 Extended Diploma - Film and Media Studies (Distinction)



## Other Experience

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### **Full Clean UK Driving Licence.**

### **Metfilm School 'Young Filmmakers Academy (Non-Residential)' (2019) – Two-Week Non-Residential Course**

The **Young Filmmakers Academy** is a two-week course where I developed skills in storytelling, cinematography, and editing with Adobe Premiere Pro. I also gained experience in on-set collaboration, directing, and collaborating with actors, deepening my understanding of the filmmaking process.

### **'The Crown – Series Six' (2023) – Episodic TV Series – Internship shadowing 1st Assistant Director.**

Experienced industry-standard quality for punctuality, organisation, adaptability, and diligence.

Observed the importance of being initiative-taking, alert and taking the initiative professionally, and how collaboration, professionalism, and respect for others are essential in producing high-quality outcomes.



### **'Call Time Ready' Training Course – (2023) Week course.**

Gained Combination of organisational, interpersonal, and critical thinking skills that contribute effectively to the success of a production. Time management, script breakdown and practical application of Pre-Production to production.

Primarily focussed on the Assistant Director, Location and Production Office Departments, this course was beneficial and helped me to appreciate the applied knowledge for on-set positions like the assistant director.

