

CURRICULUM VITAE

MILLIE RICHMOND

millie.richmond@yahoo.co.uk

PERSONAL DETAILS

25a Castellain Road,
London, W9 1EY

07866 293733
020 7266 4136

EDUCATION/ TRAINING

Art Department
Art & Props Assistant Course
Completed January 2023

UAL Camberwell
BA (Hons) Fine Art Painting
First-Class Honours
Graduated 2022

City & Guilds (2018-19)
Foundation Diploma in Art &
Design
Distinction

Arts University
Bournemouth (2017-18)
BA (Hons) Photography

EDUCATION

King Alfred School
A-Level:
A English Literature
B Media Studies,
B Photography

Highgate School
GCSE:
A Art, English Literature,
History
B Maths, French, Biology,
Chemistry, Physics,
Geography

ABOUT

I am a recent graduate artist specialising in printmaking, textiles and painting pursuing a career in Art Department and Theatre Design where my skills and passions can grow and be applied.

EXPERIENCE IN ART DEPARTMENT

2021 HSBC + Shelter 'Viscous Circle' Advert
Knucklehead Advertising Agency
Role: Art Department Intern

2022 Hinterland Fashion Photography Shoot
Role: Set Stylist Assistant

2022 Music Video 'A.Y.N' for Siah
Role: Art Assistant

EXPERIENCE: OTHER

Knucklehead Advertising Agency June 2019
My work experience placement at Knucklehead involved all aspects of the role as a junior advertising assistant. Tasks included, image research for existing projects, composing a treatment for a music video, corresponding with clients, general office admin and being a runner.

Michael Nash Associates July 2016
I gained work experience at Michael Nash associates who are one of London's leading graphic design agencies, specialising in fashion brand building. My task was to re-evaluate an existing brand, concentrating on the hierarchy and structure of the packaging.

Condé Nast Contract Publishing June 2016
I spent a week working in the Contract Publishing Department where the focus is on producing magazines for companies such as Mandarin Oriental and Ferrari. I assisted with research and general day-to-day duties, learning how a magazine is put together.

CURRICULUM VITAE

MILLIE RICHMOND

millie.richmond@yahoo.co.uk

EXHIBITED WORK

'Prop House' Safehouse 2
Peckham- October 2022

Camberwell Degree Show-
June 2022

'Treehouse/Safehouse'
Safehouse 1 Peckham- April
2022

Southwark Park Gallery-
February 2022

Made in Arts Exhibition TM
lighting London- September
2021

SKILLS

- Knowledge of Prop Houses & Assisting
- Set Dressing
- Sourcing & Styling
- Painting
- Drawing
- Etching
- Sewing
- Word
- Excel
- Photoshop
- Word Press
- Mood Boards
- Treatments

REFEREES

Contact details available upon request.

EMPLOYMENT HISTORY

The Elgin November 2022- Ongoing
Working front of house, welcoming guests, taking orders, delivering food and drinks

Assistant Art Department September 2022 - Ongoing
I have worked on adverts, photoshoots and music videos assisting on the art department and set creation. Prepping before production, sourcing objects and materials to create the desired set proposed by the client.

Monocle Cafe September - November 2022

Working in the monocle cafe as front of house and barista. Gaining relationships with the regular customers and learning how to make coffee. Keeping up the desired image for the Monocle brand.

Fever Tree Summer 2021

Working front of house welcoming guests, showing them to tables as well as taking orders and delivering the drinks.

Wonderland Magazine Summer 2020

Assisting the fashion team, before and during shoots. Duties included delivery of clothes to designers and agencies, checking inventory ensuring correct items returned/picked up, liaising with designers, brands and PR's, sourcing and calling in suitable items required for shoots.

Condé Nast Publications June 2019

Assisting on various events, including the House & Garden Top 100 Design Party, the annual Summer design event for The World of Interiors at The Serpentine as well as various events.

Bright Sparks May - September 2018

I worked with Bright Sparks catering company on various events for brands such as L'Oréal as well as working on major sporting events.

Ottolenghi Summer 2016

Summer job assisting with the organisation and packing of hampers. organising the allocation of products.