

Molly Robbins

ART DEPARTMENT TRAINEE



CONTACT



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molly-robbins@hotmail.com

EDUCATION

University of Manchester

First Class Honours
BA Drama and English Literature

2021 - 2024

Rose Bruford College

Foundation Acting

2020 - 2021

Royal Central School of Speech and Drama

Acting Diploma

2019 - 2020

SKILLS

- Budgeting and scheduling using Movie Magic
- Excellent diary management
- Organisation and planning of logistics such as travel and accommodation
- Microsoft Office
- Strong problem solving skills
- Cash handling
- Teamwork and communication
- Resilience and enthusiasm

PROFILE

A newly qualified and highly motivated individual with a passion for classic cinema, and feel-good TV. Very detail-oriented and competent with managing travel and accommodation booking. Confident in fast-paced and changeable settings and working effectively as part of a large team. Aspiring to work within the Art Department and eager to gain hands on experience as a trainee.

WORK EXPERIENCE

Receptionist and Usher National Youth Theatre

2025 - present

- Working on reception at the front desk, managing guest lists for events and RSVPs.
- Act as the first point of contact for industry professionals, production teams, and talent, managing guest lists and RSVPs for high-profile events.
- Support the coordination of live events, screenings, and workshops, ensuring smooth operations in a fast-paced environment.

Social Media Content Creator MetFilm School

2025

- Worked as a social media content creator for MetFilm student's final year projects.
- Captured backstage content and behind the scenes photography.


Actor 5db Industries Ltd, Sasha Moon

2024

- Worked as an actor in a music video for the artist Harry Ling.
- Collaborated closely with the director and production team to bring the artist's vision to life, gaining first-hand experience in the creative process of music video production.

Front of House Staff Palace Theatre

2021

- Worked as a member of the Front of House Staff at Palace Theatre, in London's West End.
 - Entailing welcoming patrons into the theatre, taking their tickets, helping disabled patrons to access the building safely, and selling merchandise.
 - Received bar training, and served drinks to customers.
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CERTIFICATES

The Mark Milsome Foundation
Film and TV Online Safety
Passport Course

ETF Side-by-Side Modules
PREVENT Safeguarding

Screenskills
Sustainability for the Screen
Industries

Screenskills
'Work Well' series: Addressing
Unconscious Bias, Tackling
Harassment and Bullying, Mental
Health Awareness

Waitress **Bill's Restaurant**

2019

- Member of the waiting staff at Bill's Restaurant in St. Albans.
- Involved welcoming guests and providing friendly, fast and accurate service.
- Demonstrated a strong work ethic and initiative when working on busy and demanding shifts and communicated effectively with colleagues.

Theatre Course Assistant **Act Now! Performing Arts School, Trestle Arts Base**

2018

- Worked at Trestle Theatre as a teaching assistant.
- Helped children individually with their acting and working backstage: building props, constructing the set, creating costume designs, and supervising the children during their production.

TRAINING

Art Department and Props Assistant Bootcamp **Sky Studios Elstree - Art Department**

2025

Selected by Art Directors Alex Marden and Joe Withers for specialist training as a TV and Film Art Department Assistant. Trained to be a diligent, proactive, and enthusiastic trainee, with tasks such as:

- How to hire from prop houses
- Presenting information clearly
- Filing of information using Dropbox
- Navigating a shooting schedule

Youth Facilitator Training **National Youth Theatre**

2024

Completed specialist training in leading and facilitating workshops for young people. Developed skills in engaging large groups, delivering clear and confident instruction, and creating an inclusive learning environment.

Scenic Construction and Set Design Course **National Youth Theatre - Rose Bruford**

2019

Gained hands-on experience in carpentry, welding, and tool operation, whilst budgeting materials. Successfully led a team to design, construct and dress an accomplished set.