

MILLIE WESTON

(she / her)

Email: millieweston@rocketmail.com

T: 07557 235 335

LinkedIn: <https://www.linkedin.com/in/millie-weston-16692a238/>

PROFILE

A dedicated creative and enthusiastic graduate from the University of Arts London, Central St Martins, obtaining a BA in Fine Art. Personable and adaptable, a quick learner, I pride myself on strong interpersonal skills, a dedicated work ethic and an ambition to develop a career in the creative sector specifically the Live Events Industry. Excellent team player who is becoming adept in delivering and installing projects to the highest standards in pressured, fast pace, high-end environments

RELEVANT EXPERIENCE

The Food Firm, London - Installation and Set Decorating The Crown Jewels Pop-up Bar, Covent Garden Piazza, London – April 2023

- Assisted on all aspects of the install of The Crown Jewels Pop-up Bar in time for the Kings Coronation. This involved managing a small team to build / install / decorate the site with foliage across picket fencing which ran the parameter of the site as well as dressing/decorating other features, showcasing the promoting brands, installing festoon lighting and bunting in addition to other aspects to make the site look like a traditional British Pub Garden.
- I was also commissioned to set decorate an old piano to which I had to sand down, prime and paint as a Union Jack, as well as age and varnish which was used as an Instagrammable opportunity for the site.

The Food Firm, London - Installation and Set Decorating SummerTime Pop-up Bar, Somerset House, London – July 2023

- Directed a small team of creative students during the installation of the pop-up located in Somerset House Courtyard. This involved leading the team through dressing the site (bar, surrounding fencing, instagram wall, large potted palm trees at the front of site) with foliage, supervised site planning the layout of the seating area ensuring the promoting brands were showcased, ensuring all aspects of the area were installed safely for public use.

The Food Firm , London - Installation and Set Decorating The Gingerbread Hut Pop-up Bar, Covent Garden, London - December 2024

- I assisted on all aspects of the install within Covent Garden Piazza in time for the Christmas season. This involved building, dressing and decorating with site with Christmas trees, making Christmas tree decorations, building gingerbread houses, dressing the bar with foliage, organising the layout of the site by building tables and bar stools as well as other aspects to make the site look like a cosy gingerbread wonderland.
-

Aesthetik Films, London - Art Department, for Short Film 'Deadweight' – March 2024

- Assisted on a variety of aspects of the production working alongside Production Designer Adam O'Neill. Filmed on a location on the Thames near to Canary Wharf, I oversaw the management of large props including the setting alight and distinguishing of various props in a controlled safe environment.

Helvetica Films, London - Art Department, for Short Film 'Elsa' - February 2024

- Assisted on all aspects of set dressing in two locations working closely alongside the Production Designer, Laura Taylor. One of the locations was a rented victorian house cellar in Brixton which we dressed to look like a Norwegian bedroom from the Second World War. The other location was shot outside where I was adjusting large foliage, amongst other things in between takes.

Helvetica Films, London - Assistant Production Designer, for Short Film 'I Understand' – April 2023

- I worked as a part of the Art Department over a four-day shoot where I assisted Production Designer, Conrad Morsen, with set dressing two film locations. The first location was in a rented apartment in Battersea used for shooting a party scene, and the second was at the The Sebright Arms, East London. My role consisted of sourcing props, dressing each location, and adjusting sets where necessary throughout shoots.
- During the last day of shooting, I was able to take on the Production Designers responsibilities due to their absence. This allowed me to work with the the director, lighting/sound and production directly as well as being a fantastic opportunity for me to showcase my capabilities.

VOLUNTEER EXPERIENCE

Tower Theatre, London - Set Designer, Set Decorator/Dresser, Sound/Light Operator – March 2023-present

- Recently produce the set for the theatres recent production, 'Out of Sorts' where I got to lead a team of people during the preparations and install. Ensured each team member was allocated a subtitle job to there ability. It was a fantastic set because I ensure there were jobs for everyone to feel a part of a team whether they were experience or not, old or young, or had a disability. Prior to the installation of the set, I built for the set a kitchen island, large frames which held/displayed props and a roster and flats.
- Lead a team during the set install of production, 'The Fan'.
- Been a part of many other productions in the past two years partaking in the set design / builds / dressing / decorating / sound and lighting operation. I have learnt amazing new skills and I am a part of an amazing community of diverse people who come together to produce stage productions. I am now a key member for building and installing each set.

WORKING CAREER

Whilst pursuing my education I completed internships as well as other work experience to support my studies. The two internships below highlight my ability to handle responsibility within different working contexts:-

Hot Desque, London, Studio Assistant Internship – February 2023-September 2023

- Assisted on all accepts of the art collectives film project funded by Arts Council England. The project involved commissioned sculpture/installation artists, a sound artist and a cinematographer to create artworks that featured in the film. Once completed, the artworks will be exhibited in the Corinium Museum alongside ancient artifacts. My role was to assist with the sets design process by producing concepts and storyboard visuals using Adobe Photoshop and Google Sketch-up, creating mood boards,

sourcing materials as well as corresponding with the artists and writing part of the publication for the project and exhibit.

- Organised reading groups as well as artistic workshops within schools and in communities local to South London to allow children from ages 2-16 as well as adults experience model making and use photography and film equipment which Hot Desque then develop into films, resulting in an event to host the premier of the films, inviting the schools and communities to view.
- As a part of this role, I managed the social media content, correspondence and managed/updated the website as well as maintains the collective's google drive which included research material and excel documents.

Conrad Alexander Design, London, Internship - September 2022-February 2023

- Assisted on all aspects of design projects and installations across Covent Garden Piazza at bar Mrs Riot and Cookie Dough Café, Winter Wonderland at Pop Brixton, and re-designing the interior of Franco's Restaurant located in Green Park. This included being apart of the physical installation of these particular projects, as well as administrative tasks which included liaising with suppliers and clients through email, phone and in person as well as updating FF&E documents, assisting on creating mood boards and visuals using Microsoft and Adobe software and liaising with clients and suppliers. This enabled me to expand on being thorough and resourceful within a design practice, building on thinking creatively, quickly and effectively.
- Working with different materials on larger scales e.g. installing lighting that expands across large project sites, and being aware of the safety measures that have to get put in place for this to be carried out.
- Allow me to build experience and practice using Google Sketch-up when assisting on design projects.

SKILLS

- Strong interpersonal and communication skills
- Sound understanding of health and safety procedures in the work place
- Ability to apply my creative thinking and current knowledge effectively
- Strong ability to problem solve and produce quick solutions to occurrences
- Efficient on all social media platforms and online communication platforms such as Zoom/Teams
- Competent as well as efficient in Microsoft based products such as word, excel, PowerPoint, etc.
- Planning as well as organisation of projects observing strict time management whilst multitasking outcomes
- Strong team player who can work co-operative and independently
- Trained/aware of biases

- Knowledge of Adobe Software e.g., Photoshop, Premier Pro, Illustrator
 - Competent at working on large scale sites during the install stage
 - Strong ability to problem solve and come up with quick solutions to occurrences
 - Skills in wood fabrication e.g. using power tools
 - Basic welding, angle grinding and other metal works
 - Basic casting work and knowledge of casting materials such as fine casting, cement, silicone, alginate
 - Proficient in photography/film - digital cameras, analog cameras, 4K cameras, polaroid cameras, photography, and film studios
 - Familiar with performance-based practices
 - Familiar working multidisciplinary
-

EDUCATION QUALIFICATIONS

BA(Hons) Fine Art, Central St Martins University of Arts London (2024)

Foundation Diploma in Art & Design, Loughborough University (2020)

Obtained three A Levels in Fine Art, English Literature, Psychology

Obtained nine GCSEs including English and Maths

REFERENCES AVAILABLE ON REQUEST