

Contact

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- [Riccardo Petrachi](#)

Personal statement

Multilingual, detail-oriented and adaptable Production Assistant with 2+ years of experience supporting independent video and film projects. Proven ability to manage logistics, coordinate schedules, and assist with set operations. Adept at anticipating needs, solving problems proactively, and ensuring smooth day-to-day production activities. Committed to building a successful career in the Film & TV industry through continued hands-on experience.

Skills

- Video editing & graphic design
- Scheduling & Production call sheets
- Storyboarding
- Studio & Location scouting & support
- Communication & Stakeholder management

Software & Technical Proficiency

- Microsoft Office Package
- Adobe Premiere Pro
- DaVinci Resolve
- Canva

Languages

- Italian (*native*)
- English (*native*)
- Spanish (*intermediate*)

Interests

- Sports, incl. fencing, swimming, squash, surfing
- History & reading
- Film & Acting
- Travelling

RICCARDO PETRACHI

Production Assistant

Work Experience

Producer & Assistant Director

2025 - Present

Freelance | London

- Worked on various independent video productions, providing crucial support across all phases, from pre-production to post-production.
- Assisting with location scouting, organising props, and preparing paperwork like call sheets and scripts.
- Assisting with basic editing tasks, organising footage, and preparing materials for final delivery.
- Assisting crew with setting up and breaking down equipment (lighting, sound, cameras), managing background actors, and ensuring a safe and organised set environment.
- Managing multiple tasks and priorities and ensuring clear and concise communication to coordinate with the entire production team.

Producer & Assistant Director

2023 - 2024

Dragon Fever (Theatre Production) | St Andrews

- Spearheaded the successful planning and execution of the *Dragon Fever* student play, demonstrating strong project management skills.
- Coordinated diverse elements, including casting, rehearsals, set design, and technical aspects, ensuring seamless collaboration among team members.
- Provided vital leadership as Assistant Director, guiding the cast and crew through the creative process and ensuring adherence to the director's vision.

Assistant Producer

2022 - 2023

Big Fridge Productions | London

- Coordinate the in-house creative team to create bespoke projects according to brands' needs, including the production of short films, documentaries, product films and social media content to transition visions into reality.
- Overseeing the production process of all the commercials including the writing, casting, directing and editing, choreography, performances and lighting and post-production process.
- Overseeing the planning of the Big Fridge Film Festival, an emerging film festival celebrating short films from around the globe.

Education

Creative Alliance | Birmingham

Film Production Bootcamp

2025

University of St Andrews | St Andrews

MLitt in Film & Visual Studies

2023 - 2024

University of Westminster | London

BA Hons International Business & Media with International Experience at RMIT University, Australia

2016 - 2020