

EMMA MULLEN - Connolly CV

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DOB: 20th August 1982. Full Clean Driving License, access to own car, mobile and laptop. Willing to travel. Business Car Insurance.

Education

MSC Masters Leadership Queens University, Belfast Current (Dissertation writing stage) Due to Graduate in December 2019	NQV Level 5 Distinction 2004 Newspaper Journalism with Media Law Exams Belfast MET
PGCE Teaching Qualification University of Ulster Jordanstown Distinction June 2015	BA Honours Degree English and Sociology 2003 Honours Degree 2003 University College Dublin, Dublin
Copyright and Intellectual Property School of Law University of Ulster Magee Distinction Post Graduate January 2015	Irish Leaving Certificate Largy College, Clones, Co Monaghan Higher Level subject 7 Subjects 2000

Additional Training/Skills Development

- AD Training – Darren Fee AD Professional – June 2015 Approved By NI Screen
- First Aid at Work – Qualified First Aider April 2014 – April 2017 Approved By NI Screen
- Broadcasting, Entertainment, Cinematograph and Theatre (BECTU) Safety Passport January 2014 – January 2017 /NI Screen
AD training approved.
- Script Development for TV and Film – Grand Scheme/Creative Skillset/NI Screen facilitated by Philip Shelly and Screen writer Tim Loane – May 2015
- Mentor and Training 12 months Course in Television Production and Directing & Presentation, The Bil Keating Centre for
- Television and Theatre Studies, Milltown Park College, Dublin 2003
- Annual First Aid and CPR Training Defib Training (Last training 2016)
- Various Screen Ireland Masterclasses and Workshops in Production Management/Role of Producer 2012- Present

Employment

Belfast Metropolitan College

Organisational Curriculum Quality Assurance Manager December 2018 – present

To lead on the HE quality assurance across the college, including providing quality assurance statements to the HE Governing Body and Curriculum Quality Engagement committee on a quarterly basis, ensuring that the academic quality infrastructure is in place to meet curriculum requirements, and ensure the college is consistently at the leading edge of quality practice. Lead on the 'successful and confident outcome' 2018 QAA Quality Review Visit. Lead on Higher Education revalidations and validation (Foundation degrees and Degree programme) at programme and institutional validations level, current experience with University Partners (5 University Partners with 28 foundation/degree programme). Chair of the Higher Education exam boards and academic reviewer to new HE modules. Chair all HE periodic reviews. Critical reviewer and lead on all HE revalidation and validation programme documents. Internally chair mock revalidation and validation panel meetings with programme teams ahead of validation events. .

Pearson and Advanced HE certified as an External Examiner

Higher Education External Examiner September 2018 – present

Undertake sampling of assessment and internal verification decision for units/modules from a range of Higher National Level 4 and 5 programmes. Support the delivery of Pearson BTEC Higher National programmes to national standards and the UK Quality Assurance Quality Code. To evaluate all forms of assessment which contribute to students' results to evaluate, and help ensure fairness and consistency in, the assessment process. To moderate summatively assessed work at unit/module and programme level. To comment on draft assessment tasks as appropriate. To report on the structure, content, academic standards and teaching of programmes. To comment, on any alleged cases of assessment irregularities. Commenting on the comparability of student performance and standard of awards of the institution in respect to their experience of other higher education providers and identifying good practice and providing advice for the enhancement of modules and programmes. Chair student focus groups meetings as part of External Examiner visits.

Belfast Metropolitan College

Quality Assurance and Compliance Officer February 2017 – December 2018

Responsible for overseeing and managing HE curriculum quality assurance and compliance issues within Belfast Met, ensuring, that the College is complying with HE regulatory and HE awarding body requirements and that the College and its employees are complying with internal and external quality assurance policies and procedures. Support on the 2018 QAA Quality Review Visit. Support the coordination on revalidations (Foundation degrees) and evaluations including programme and institutional validation including liaising with Universitys' Academic Office on revalidation and validation documents/panel/chair notes.

Northern Ireland Film & TV School @ South Eastern Regional College

Higher Education Lecturer and Course Director/Curriculum Lead in Creative Media – Film and TV Production 2009 – February 2017

Design, validate, manage and deliver a range of Higher Education Level 4 and 5 programmes. Module writer for the following modules : TV production management, Film production management, Documentary Making, Cross Platform Journalism, script writing for TV/Short Film and screen, Work Based Learning module with emphasis on freelance work. Providing students with the necessary skills, knowledge and understanding needed for industry. Teaching duties provides students with practical experience in film, documentary, journalism and TV productions; teaching crews (students) with skills to work with our external clients on professional film/TV/Documentary/Journalism productions / freelance productions whilst directly involved in the delivery of practical courses in how to use our industry-leading equipment and software. Writing foundation degree modules and assessment (benchmark statements, FHEQ, QAA Quality Code). Course management duties (staff and curriculum), quality assurance, liaising with EE, student coordination, development and implementation of external/business clients lead projects.

Oxford Cambridge and RSA (OCR)

Principal Moderator and Visiting Moderator 2009 – present

Principal Moderator will draw on professional judgement and expertise to establish a clear standard for your moderation team (consists of 14 people), ensuring common understanding and consistent application of the assessment criteria. Responsible for leading your team throughout the live assessment series and will direct the assessment to ensure that it is completed to the specified deadlines. Support and monitor your team throughout the moderation process. Where necessary take corrective action and advise your team in order to maintain high standards that are consistent with the assessment criteria throughout the series to ensure that all candidates receive accurate results on time. Prepare all necessary candidate material for and lead the standardisation process. Lead and support the moderating team throughout the live assessment period. Monitor the quality of the moderation and provide individual feedback. Proactively ensure moderation is completed as per specified deadlines. Responsible for ensuring all malpractice is processed and reported as per specified deadlines. Prepare for and participate in the awarding process. Post-results, review original assessment decisions and support with appeals as required. Complete all required supporting documentation. Prepare centre support and participate in centre training as and when required.

Community Media Council – Northern Ireland

2004 – 2009/2014

Community Radio Station Manager – NI Regional Community Media Coordinator

Develop and deliver formal and informal media training within 13 community media outlets training in tv/radio broadcasting and print and broadcasting journalism i.e. production, editing, news reading, presentation and research training.

Develop business solutions for community media outlets i.e. business and finance planning incorporating Governance and legal guidelines. Conducting research and feasibility studies for community media industry.

Develop fundraising strategies, managing, reporting and controlling government funding and statutory and non-statutory funding arrangements. Liaise with necessary bodies representing and marketing the community media sector to government, private sector, Regulators Ofcom and community/voluntary sector. Coordinate and manage events including press events, annual training conference and stakeholders meetings and fundraising events

Coordinate, manage and develop logistic production for Outside Broadcast events (music and conferences/roadshows)

Develop, devise, research, produce and coordinate radio programming for a 24/7 radio schedule of programming-

Develop, maintain and manage radio programming in line with the objectives of the stations full time license

Recruit, manage, supervise and coordinate the work of the staff and volunteers (150 personnel)

TV Production credited work

- Motorcycle Fest – Live TV – Multi Camera Production (3 day production in Kings Hall Belfast)

Role : Production Manager/1st AD

January / February 2015

- Circuit of Ireland TV - Live TV – Multi Camera Production

Role : Production Manager

April 2014/April 2015

- Cook Off – Young Mind Matters – Live TV – Multi Camera Production

Role : Production Manager/1ST AD

March 2014/April 2015

- Cheltenham Preview Evening - Live TV – Multi Camera Production

Role : Production Manager / 1st AD

February 2014

- Motorcycle Fest – Live TV – Multi Camera Production

Role : Production Manager/1st AD

January / February 2014

- UTV Live Newsroom– Live TV – TV Studio Multi Camera Production

Role : Assistant Producer

April 2013

- Festival of Flight - Live TV – Multi Camera Production

Role : Production Assistant /AD

August 2013

- Lyrics Board RTE – TV Studio with Audience Production

Role : Production Runner

February - April 2002

Film Production Credited Work

Camlo – Directed by David Moody – Production Company Out of Orbit – Funded by NI Screen 2017/2018
Producer 2018

Listen Short Film – Directed by David Moody – Short Film Production Funded by NI Screen
Producer 2017

Family Short Film - Co Directed by Campbell Miller and Marty Stalker Short Film Production
Producer and 1st AD 2015

Respite at Christmas Short Film - Directed by Campbell Miller, DOP Jim Crone Short Film Production

Co-Producer and 1st AD 2014

Poison Tree Short Film – Directed By Campbell Miller, DOP Marty Stalker Short Film Production

2nd AD 2013

Lucky Day – Directed by Campbell Miller, DOP Patrick Tittmar - Short Film Production

2nd AD 2013

Journalism Credits

News Reporter for University Observer, Dublin Newspaper 2000 – 2003 (Current affairs, entertainment and sports reporting)

News Reporter/News Reader for Belfield FM, Radio Station 2000 – 2003 (Current affairs, entertainment and sports reporting)

News Reporter for the Andersontown News, Belfast Newspaper 2003 – 2005 (Current affairs, entertainment and sports reporting)

News Reporter/News Reader for Northern Ireland Radio Stations 2004 – 2008 (Current affairs, entertainment and sports reporting)

News reporter / blogger for Channel 4 Creative Talent 2008 – 2010 (Current affairs, entertainment and sports reporting)

Skills

Personal skills include creative input into all productions. Detailed experience in film and television production overseeing each project from conception to completion/marketing and distribution of each production. Excellent communications skills – written/oral communication (reporting writing/liasing with clients/suppliers, cast/crews) acting with tact and diplomacy. Attention to detail in both working professional career and personal life – excellent organization skills (use of electronic formats) /time management skills and hand on experience in meeting deadlines/prioritizing workloads and scheduling. IT Skills – high proficiency in use of Microsoft Office/PC/ICT/Internet. Ability to secure finance/prepare and control budget spending /procurement procedures. Health and Safety qualifications for working on TV/Film Sets. Awareness and experience of ensuring compliance with regulations and codes of practices. Personal attributes include hard worker, passion for film/tv productions, and knowledge of the industry, approachable team leader and motivator including trouble shooting skills. Experience in prioritizing tasks and skills in multitasking. Ability to have flexible working pattern i.e. long hours, unsocial hours. Ability to work under highly pressurized conditions, ability to be flexible whilst adopting a positive approach to all professional working environments following every productions guidance/vision. As an academic, lecturer, Quality Assurance Manager and External Examiner I have experience, knowledge and understanding of maintaining academic standards, I have skills as a process checker usually internal checks to ensure that processes are being adhered. In my previous and current roles I have knowledge and experience of adhering to QAA Quality Code and I am an invited speaker to QAA Conferences.

References

Campbell Miller,
Lisdarragh Mill Productions

34 Sunningdale Drive, Newcastle, Co Down, BT33
0QJ Email:campbell@lisdarraghmillproductions.com
lisdarraghmillproductions.com
Tel : 07767155923

Brain J. Falconer Company Director/Producer
Out of Orbit Ltd
125 Lagmore Dale, Belfast, BT17 0TF
Email: brian@outoforbit.tv
Tel: 0 78 4565 2646

Rebecca Roberts
Head of Centre for Excellence

Belfast Met College
Millfield Campus
Belfast
BT1 1HD
Email rroberts@belfastmet.ac.uk

Alan Tyndall Director and Producer RPM
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