

KAY PHILLIPS
Mob: 07803 725838
E-mail: kay.phillips@wpprods.co.uk

Key skills and personal attributes

- **Senior TV production manager with more than 25 years of experience.**
- **Experience in leading, managing and motivating large teams to achieve project and operation results.**
- **Scheduling and project management expertise.**
- **Negotiating and contracting skills with sound financial acumen and strong budget management.**
- **Enthusiastic, dedicated, self-motivated and highly adaptable.**
- **Teaching, researching and presentation skills.**

Employment History

Nov 2017 – March 2020

Senior Production Manager - IMG Media

Production Managing - The Spirit of Yachting producing high end documentaries about some of the iconic yacht races around the world including the Sydney Hobart Yacht Race, China Sea Race for worldwide broadcasters funded by Rolex. When on site we also edit daily news highlight of the races, music montages and VNRs for social media and the client. It involves sourcing and sending specialist crew and equipment around the world and addressing the Health and Safety issues of filming on ocean racing yachts and RIBs, filming with helicopters, and drones. I am also Production Managed 50 hours of classic US Open Tennis matches for Amazon and the preview, highlights and review programmes of the 2018 and 2019 US Open Tennis Tournament for the US Tennis Association,

Dec 2016 – Nov 2017

Senior Production Manager - IMG Media (Maternity cover)

Over seeing a department that produces a large range of sports output including Golfing World, InCycle, content for the R&A and Wimbledon, social media content for all of the above and Euroleague, FIVB and C4. Responsibilities include managing a team of Production Management staff, budgeting and scheduling the various projects, monitoring on going expenditure, forecasting to completion, production health and safety, negotiating internal and external resources. Working with Executive Producers on various pitch documents.

April 2016 – Oct 2016

Line Producer – Zodiak Kids Studios UK Ltd

Line producer on a children's drama - The Secret Life of Boys series 2 being made for CBBC and ABC shooting on location in Northern Ireland. Responsible for setting up and running the location base; sourcing, booking and managing the production teams; negotiated facilities; cast and crew fees and equipment deals and monitored on going expenditure. Establishing and overseeing the Health and Safety guidelines for the shoot. Dealing with the day to day issues of having 60 plus people shooting in the middle of the countryside. Working closely with producers and AD team to realise the schedule. Responsible for safeguarding the child artists in our care, ensuring that we are adhering to the relevant regulations.

- May 2015 – March 2016** **Producer - Working Pictures Productions (Own Company)**
 Developing documentary projects and drama projects. Creating budgets and schedules, shooting footage and writing pitch documents.
- Sept 2007 – Dec 2014** **Primary Teacher Waterside Combined School, Chesham, Bucks.**
 Teaching all years and all subjects as both a class teacher and cover teacher. Specialising in reading recovery and maths as a one to one teacher. PE Co-ordinator overseeing the provision of PE in the curriculum.
- Jan 2003 - Apr 2006** **Production Executive CBeebies Production**
 Managed the CBeebies Production Department. Over seeing production management of a broad portfolio of programmes including Tikkabilla, Something Special, Boogie Beebies, Justin’s House and The Story Makers. Worked closely with the head of department and producers brain storming new programme ideas and looking at the feasibility of delivering the ideas. Managed a team of finance and production management staff. Involved in delivering the Child Protection Policy and training for CBBC staff.
- Oct 2001 - Jan 2003** **Production Executive CBBC On-Air**
 A project role to set up the presentation services for the BBC’s two new children’s channels to deliver the 2 x 12 hour a day services. This required us to deliver resources, staffing, schedules, office space and technology. This led the way for the BBC in using new technology and ways of working. I continued to work with the department of 90 staff overseeing its further development. Line managed a team of 3 finance staff and 11 production management staff. Budgeted and production managed outside broadcasts of the Junior Great North Run and CBBC live pop concert.
- Nov 1999 - Sep 2001** **Line Producer BBC Children’s Drama**
 Line Producer on series 24 and 25 of Grange Hill, working closely with the producer and directors to realise the scripts within tight budgets whilst still enabling the creative team to produce top quality drama. Established the production schedule; budgeted the series; booked and managed the production teams; negotiated facilities; cast and crew fees and equipment deals and monitored on going expenditure. Ensured that the team followed Health and Safety guidelines. Oversaw post production and delivery of all programme deliverables.
- Mar 1999 - Nov 1999** **Trainee Line Producer BBC Drama Department**
 Involved in setting up and scheduling the complex large-scale location and studio based drama Happy Birthday Shakespeare, whilst working closely and being guided by an experienced Associate Producer.
- Sep 1994 - Mar 1999** **Unit Manager in BBC Features Department**
 Managed the programme unit that produced - Watchdog, Healthcheck, VFM, and Computers Don’t Bite. Responsibilities included budgeting and scheduling the various series, monitoring on going expenditure, forecasting to completion, negotiating internal and external resources, and production runs. Directed the unit in the move to new technology. Responsible for Production Management staff.
- Mar 1992 - Sep 1994** **Planning Co-ordinator at SSVC**
 Scheduled the running of the TV operations department of 35 staff and a full range of resources from studios, crews to post production facilities.
- Sep 1988 - Mar 1992** **Production Manager at Working Pictures Ltd**
 Worked on low budget dramas for the Eleventh Hour series on Channel Four on behalf of the Arts Council and BFI. Accounts Supervisor for the series. Production managed a series of Dance Shorts for Channel Four, and produced two low budget documentaries for the Arts Council.

<u>Jun 1987 - Sep 1988</u>	<u>Assistant to the European Print Manager 20th Century Fox</u> Liaised between Europe and America head office concerning the distribution and release of cinema prints and negotiated with European and English labs for post-production services.
<u>Feb 1987 - Jun 1987</u>	<u>Clerk in the BBC Production Services Department for Music and Arts</u> Term contract helping to schedule staff and equipment.
<u>Aug 1986 - Feb 1987</u>	<u>Production Assistant at Altered Images</u> Organised corporate video shoots.
<u>1980 - 1984</u>	<u>Cloud Nine</u> Partner in a hot air ballooning business which operated hot air ballooning holidays and promotional hot air balloons.

Qualifications and Training

<u>Sept 2012 – Jul 2013</u>	<u>Reading Recovery Initial Professional Development</u>
<u>Sept 2005 – Jul 2007</u>	<u>PGCE Primary KS1 & KS2</u> University of Hertfordshire
<u>2004</u>	<u>NSPCC Child Protection Course</u>
<u>2004</u>	<u>Ashridge BBC Leadership Course</u>
<u>2000</u>	<u>NVQ in Risk Assessment</u>
<u>1993 – 1994</u>	<u>Certificate in Management - Open University</u>
<u>1984 – 1986</u>	<u>BA Honours Degree (2:1) in Applied Photography, Film and Television</u> Harrow College of Higher Education
<u>1982 – 1984</u>	<u>Higher National B/TEC Diploma in Photography</u> Salisbury College of Art
<u>1978 – 1980</u>	<u>A levels - English Literature, Art and History of Art</u>

Interests

Sailing, Cycling, Zumba, Hiking, Skiing, Music and Photography.