

Natalie Paynter

Assistant Production Coordinator

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'I consent to you keeping my details on file and distributing for employment purposes.'

I am a highly organised production management assistant with experience working across Factual, Entertainment, Online and Charity programming. I would now love to move across into the world of scripted drama content having a very good grasp of everything that is required and the transferability of my skillset. I am available immediately.

Skills and Training

- ❖ Creating call sheets and schedules
- ❖ Organising crew and contributor freelance contracts and deal memos
- ❖ Completing programme as complete paperwork on: Silvermouse, Proteus and Dira!
- ❖ Risk Assessments and Accident Reporting
- ❖ Understanding of unit lists and progress reports
- ❖ Understanding of child licensing
- ❖ Understanding of insurance and Statements of Health
- ❖ Understanding of Movie Magic scheduling and budgeting
- ❖ Release and consent form management
- ❖ Booking travel and accommodation
- ❖ Claiming expenses and float reconciliation
- ❖ Working with multiple Freelancers and Talent
- ❖ Full, clean UK driving licence, since May 2009 (aged 25+)
- ❖ Microsoft Office Suite including Excel and Word
- ❖ Working understanding of Social Media including Twitter, Facebook, Instagram, LinkedIn
- ❖ Editing software Adobe Premiere Pro, Final Cut, Avid
- ❖ Camera operation (Canon XC15, Sony Z5, Phantom Gold, Flir and Varicam)
- ❖ Screen Skills Drama Production Coordination course completed August 2020
- ❖ Passed the Screen Skills: Coronavirus Basic Awareness on Production course
- ❖ Production Guild: Runner's Training for Film and TV Drama
- ❖ Emergency First Aid trained and DBS certified

March – May 2018 – January 2019 – March 2020 BBC Network Radio, Cardiff

Production Management Assistant

- Programme as complete paperwork on Proteus and Dira!
- Creating schedules and contracts
- Allocated budgets for travel and accommodation
- Providing administrative support and assistance with the logistical management of the department
- Responsible for the smooth running of the production offices, acting as a key point of contact
- Working in partnership with editorial colleagues to deliver outstanding content
- Booking studios and production equipment
- Liaising with a wide range of people
- Organising meetings and interviews
- Preparing and distributing briefing notes and scripts
- Overseeing cues, timings and continuity during recording

November 2018 – December 2018 BBC Wales, X-Ray

Production Management Assistant

- Assisted presenters and crew during link shoots
- Programme as complete paperwork on Silvermouse

- Uploaded rushes onto Avid for editing preparation

April 2017 – June 2017 BBC Natural History Unit, Festival of Nature

Production Management Assistant

- Valued equipment for insurance purposes
- Arranged equipment, activities and volunteers for the BBC tent
- Researched and contacted Directors/Producers to source behind the scene images suitable for promotional marketing

Additional TV Experience

October 2017 – November 2017 BBC, Children in Need, Salford

Digital Marketing Assistant

- Created online content
- Recorded behind the scenes footage of the Strictly Come Dancing Children in Need special, for the charity's social media accounts
- Worked in the press room during Children in Need's appeal night

July 2016 – March 2017 Evolutions, Bristol

Post Production Runner

- Couriered drives, archives and rushes as well as logged in/out media on the *Scheduall* system
- Reconciled, recorded and closed petty cash floats

May – June 2016 RDF West

Archive Runner

- Organised and catalogued the company's master tape archive.

October 2014 – May 2015 Endemol, Deal or No Deal

Digital Media Intern

- Took photos and recorded short videos of the contestants and created original and enticing content
- Organised pending content using social media management sites such Hootsuite and Google Docs

Runner Experience:

I have worked on the following programmes as a daily, location runner to get more experience of being on shoots. I have worked on all the following across dates 2015 – 2019:

Cardiff Singer Song Prize Final, BBC, Radio 4
 Processions, Bad Madam, BBC 1 and online
 Rip Off Britain: Holidays, BBC, BBC 1
 Cash Trapped, Possessed, ITV1
 BBC Promotion for Let it Shine, BBC Events, All BBC channels
 Elevator Talks, How Now Creative, Event
 Britain's Got Talent, Thames TV, ITV1
 Wellesley Commercial, Wordley Production, All marketing channels
 One Hundred and Eighty, ITV Studios, Sky 1
 Couples Come Dine with Me, Shiver - ITV Studios, Channel 4
 Bake Off Crème de la Crème, Love West, BBC2
 The Voice, Wall to Wall, BBC 1
 Dickinson's Real Deal, RDF West, ITV 1
 Flog It!, BBC, BBC1
 Sleuths, Spies and Sorcerers: Andrew Marr's Paperback Heroes, BBC, BBC Four

Education

Bachelor of Arts - Film Studies with Honours – University of Glamorgan - 2009-2012 - **Upper Second Class**