

## Personal Profile

Over three years experience in the media Industry working across the production cycle and delivering for cross platform. Have aspirations to merge my love of technology with my production management experience. Credited as PC for a BBC Two in-house production and have worked with EMMY & BAFTA winning companies. Tenacious, meticulous attention to detail with a multitalented skillset including understanding and explaining technical jargon, specifications and software. Managed different budgets and ensured projects were completed on budget and on time. Experience of archive clearances for programmes and completing post production paperwork. Own vehicle with business insurance, full clean UK Licence and BBC Driver Declaration.

## Key Skills

- **Team Working & Leadership:** Mentoring and teaching PCs, Researchers, PMAs on BBC research & financial systems
- **Technology:** Lead on Songs of Praise database migration, local tech support for teams, ability to use BBC Macs & PCs. Building excel databases to ensure workflow continuity and information retention.
- **Planning and Organising:** Travel & Accommodation Logistics for 14 locations across the UK for Crew, 11 Artists over an 8 week filming period. Child Protection courses completed & have licensed children.
- **Copyright & Finance:** MyBusiness, Buy/Book/Order, QuickOrder+, Raising POs, Artist Contracts & Requisitions, FastClear, AutoClear, P4A, Post Production Paperwork, SmartBook.
- **Research & Desktop Editing:** Final Cut Pro 7, Photoshop, ELVIS, Davina, Snippets, Fabric, Redux
- **Training:** Completed all BBC Mandatory Training & suggested courses for Production Co-ordinators

## Experience

May 2015 – Present

- **Production Management Assistant for Spot Bots (BBC Childrens, CBeebies)**  
Supporting Production Coordinator & Manager by taking on some PC responsibilities including interviewing and selecting work experience, managing new starters, managing production budget for travel and accommodation for live action filming (inc. booking, logistics/schedules, per diems for staff & talent, advance reconciliation), updating cost monitor to forecast & capture information in eCat, raising POs & contracting artists, writers & freelancers using SmartBook & detailed requisitions, compiling & sending out call sheet information weekly, on call to resolve problems on locations, arranging & booking rehearsals in London and Manchester for all 10 characters, licensing child VO artists, advised/managed workflow for post production ingest & retention, paying & logging expenses payments via FastFees, maintaining unit lists, artist management on location & via agents, printing and maintaining script versions ready for VO recording/animations and filming.

Sept 2014 – May 2015

- **Edit Assistant for Songs of Praise**  
Manage edit & filming schedules for Songs of Praise (including booking post production facilities, editors, worldwide deliverables and archive management). Includes managing change and workflows in the new format of Songs of Praise which is more flexible and topical. Main point of contact for post-production request/queries for the team and external post production houses. Mentoring and managing the PMAs workload when required. Responsible for the Songs of Praise website. Created an excel Music Database to manage new workflow of topical hymns & features for the programme to used whilst migration to Sharepoint 2013 is in progress.

May 2014 – Sept 2014

- **Production Management Assistant for Songs of Praise**  
Championed & followed through with marketing for 20,000+ British Schools for School Choir of the Year 2015 to help diversify the entries. Support OBs such as The Big Sing at the Royal Albert Hall and Gospel Choir of the Year 2014 at the Hackney Empire. Additional provide support to the production teams as needed (marketing, admin, designing promotional material, prop buying, etc). Become BBC programme pages super user for Religion and Ethics. Manage programme page for Songs of Praise using iBroadcast 2 and iSite 2. Manage audience-facing inbox via email, post and telephone. Championed re-branded Songs of Praise site & encouraging more content for online.

Sept 2013 – May 2014

- **Production Management Assistant for BBC Learning (In-House Production)**

Acting up and credited as the Production Co-Ordinator for “i.am. Will Shakespeare”. Working from pre-production to delivery (including post production) to produce a 1 x 30” programme for BBC Learning Zone that included specially shot content at five different locations, two presenters from Newsround, stills and specially sourced archive from The Globe Theatre. Managed the budget of £50k for the programme and delivered on budget.

Involved with: setting up filming permissions, public liability and travel & accommodation for all locations; negotiating rates for crew and their travel; setting up a system for data wrangling including naming conventions, back-up and logging; creating call sheets; copyright clearance for stills and archive (via FastClear & AutoClear); commissioning specially composed music and animation for the programme; arranging for technical review (and fixes). Used BBC systems (MyBusiness & Buy/Book/Order) to pay for services with POs and creating requisitions. Delivered all the deliverables for the Learning Zone including completing the post-production paperwork meticulously and accurately.

Alongside, managed projects and budgets alongside such as WebWise (£130k), Remembrance for BBC Schools (£20k). Source of advice for the team for information such as BBC systems and processes e.g. TRNG, Procurement, Editorial Guidelines, etc.

Feb 2012 – Jul 2013

- **Team Assistant for BBC Learning Zone (Commissioning)**

Diary management for two executive producers, travel & accommodation logistics, communication with internal & external contacts. Managed workflow of “You Too Can Be An Absolute Genius Too” with adherence to ITACU, Ed Pol within short time frame (from application receipt to shortlisting) by managing a small team. Maintained & managed 300+ programme pages. Migrated LZ website from HTML to CMS templates & collated programme pages all under the same brand for the first time.

Jul 2013 – Sept 2013

- **Production Management Assistant for BBC Learning (Project Production/Events)**

Mr Bloom and Friends Big Day Out & The One Show Summer Festival (over 140, 000 visitors to 10 events around the UK). Compiled call sheets, arranged travel & accommodation for over 180 members of crew, talent and volunteers. Paid expenses via Fast Fee, exceptional requests on Buy/Book/Order, created marketing material on Photoshop, made review video on FCP 7 and sourced props from external suppliers.

May 2012 – Present

- School Choir of the Year, Songs of Praise (Hot Shoes); Football Focus, BBC Sport (PC Shadowing); The Modern Monarchy, CBBC (Runner on Location), Radio 1 Derry & Hackney Academy, BBC Learning (Runner & Booker); Meet the Crafter, BBC Learning (Sound Operator); BBC North Olympic Review (Steward & Fire Warden); Rock Types at Great Heights, BBC Learning (Runner); Mr Bloom (Area Manager); BBC North Ball, BBC Club (Publicity Photographer); Junior Doctors, BBC Entertainment (PMA Shadowing); Olympic 2012, BBC Sport (Logger/Tagger, Hot Spikes).

### **Television Credits**

**2015** *Production Management Assistant* – Songs of Praise (BBC One, BBC Religion & Ethics)

**2014** *Production Co-ordinator* - i.am.Will Shakespeare (BBC Two, BBC Learning)

*Production Management Assistant* - Coding: The Future is Creative (BBC Two, BBC Learning)

*Production Team & Team Assistant* for Songs of Praise including School Choir of the Year, Junior Songs of Praise, The Big Sing and Gospel Choir of the Year 2014 (BBC One, BBC Religion & Ethics)

### **Qualifications**

- Sept 2009 - Sept 2010: The University of Manchester (Manchester Business School)  
**MSc Innovation Management and Entrepreneurship (Merit)**
- Sept 2005 - June 2008: The University of Manchester (Manchester Business School)  
**BSc (Hons) Management (Marketing) (2:1)**
- First Aid Certificate (valid until Sept 2017) completed with the BBC (First Aid on Location)

### **Interests**

Photography, Travelling, Live Music & Events, Films, Mountain Biking

**References on available on request**