

Lucy Meer

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Profile

I am a skilled coordinator that is able to take on and adapt swiftly to new tasks, teams and situations. I thrive under pressure and am able to keep a level head and calm demeanor, whilst also being approachable, open and empathetic. I take pride in my leadership abilities, working within a team to motivate and build strong relationships with talent and crew. I'm looking to find more work in production or events management and coordination.

Skills

- **Full UK Driving License, aged 25+ and experienced with driving large vehicles**
- **1st Aid Trained and Certified until 2022**
- **Script Breakdown and Scheduling**
- **Movie Magic Budgeting & Scheduling**
- **Financial Account management and budget reconciliation**
- **Strong negotiation and communication skills**

Work History:

Producer | Strive Films Ltd | April 2017 – ongoing

- Producing and managing the production of a short film as part of the BBC New Creatives Scheme
- Developing, producing and financing a BFI short film with named lead cast, to be delivered in February 2020
- Taking part in various talent development and training schemes, such as the ScreenSkills Leadership and Management course and Creative England's Market Trader programme.

Producer 'Pop' | Strive Films Ltd | Oct 2018 – Jan 2020

Executive Producers – Alex Jackson, Hannah Graham

- Successfully securing funding for a budget of £23,000 from BFI and other sources
- Creating and maintaining budget and schedule and delegating to HoD's during production
- Casting young children and named cast, with Stephen Graham in the lead role

Events Officer | The University of Hull | April 2018 – July 2019

- Developing and implementing large scale recruitment events across the University
- Liaising with professional and academic departments
- Coordinating the logistics of each event with suppliers and internal departments

Operations Manager | Film Daily & CineLove | Dec 2017 – February 2018

- Developing and implementing recruitment procedures and managing the directors diary
- Coordinating funding applications and researching potential company revenue streams
- Implementing project management tools across the company, such as Slack and Trello

Producer 'Mary Anning' | National Film and Television School | August 2017 – December 2017

Executive Producers - Nik Powell, Barbara Broccoli

- Raising additional finance from private sources and coordinating the production
- Budgeting and scheduling full production to deliver on time and under budget
- Negotiating deals with crew, kit houses and post-production houses to secure the best deals

Film Unit Coordinator | National Student Drama Festival / The University of Hull | April 2017

Festival Coordinator – Tilly Reith

- Coordinating student trainees and creating shift patterns across all stages and crafts
- Liaising with festival coordinators regarding creative brief and delivery
- Booking talent for interviews and facilitating interview process

Producer | Warp Films / Creative England | October 2016 – March 2017

- Finding and developing new and original story IP for exploitation
- Assisting Executive producers with successful funding applications and production paperwork
- Working across the London and Sheffield offices to facilitate talent management

Producer 'The Coaches' | Warp Films / Sky Arts / Creative England | December 2016 – February 2017

Executive Producers – Ally Gipps, Mark Herbert

- Developing the script and breaking down the elements to carefully assess and manage the production
- Liaising with financiers and executive producers to ensure project delivered on time
- Recruiting for key cast and crew roles and negotiating contracts with talent agents
- Learning company specific delivery systems

Development Coordinator | Parallax East Ltd | Oct 2015 – Oct 2016

- Finding and tracking writers and directors that the company may want to work with
- Working with writers to develop engaging and marketable film projects for the producer
- Facilitating research and development trips, including international travel and festival attendance

Production coordinator | International Olympic Committee / The University of Hull | May 2016 – June 2016

Producer – Gary Mitchell, Grant Abbott

- Developing story material to the given brief
- Scheduling the production and overseeing the logistics of the shoot
- Booking location, travel and equipment for the shoot

Production Coordinator 'Quarter Life' | Shotgun Wizards | February 2016 – May 2016

Producer - Rich Thompson, Aleysha Minns

- Pulling together budget and schedule for a 4 day shoot and 5 day post-production process
- Recruiting for key Head's of Department and negotiating fee's and contracts
- Budget reconciliation and financial account management

Post-Production Secretary 'ID2: Shadwell Army' | Parallax East | April 2015 – October 2015

Producer – Sally Hibbin, Patrick Cassavetti

- Liaising with financiers to deliver the production legal paperwork on time
- Arranging additional Automated dialogue replacement with Audio post houses in London
- Coordinating and running multiple screening events for cast & crew in London and the North

Producers Assistant 'ID2: Shadwell Army' | Parallax East | January 2015 – April 2015|

Producer – Sally Hibbin, Patrick Cassavetti

- Collating and distributing paperwork for the financial closing process of the film
- Managing the producers diary and assisting with the packaging and financing process
- Booking travel and accommodation for producers

Previous Employment History (2009 – 2015)

Customer Assistant – Vue Cinemas / Debt Recovery Officer – Westcott Credit Services / Admin Assistant – Goodwin Development Trust/ Admin Assistant – Spring Bank Community Centre/ Data Entry Officer – University of Hull / Tattoo & Piercing Apprentice – Zoo Tattoo

Education

University of Hull, BA Hons Media and Screen Studies | Second Class Honours, Upper Division
BTEC TV & Film Production, Hull College – Merit, Merit, Pass

References Available upon Request