

Ruth Barretto

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Profile

I am a highly organised and self-motivated individual and have excellent communication skills. I am able to work to strict deadlines and delivering demonstrable value for money through effective and efficient management of people and resources. I am also able to react to rapidly changing circumstances and can work productively and collaboratively within a team. I have worked for the BBC for 29 years in various roles and have worked in Production for 22 years. I have also worked for different independent television companies in various roles. I have recently worked on a feature film in Birmingham and was, at short notice, given the role of Line Producer. I want to utilise these skills in a role that has increased challenges and responsibilities. I have also worked for a PR company in London as Production Manager.

Key Skills

- Excellent interpersonal skills
- Excellent administrative/computer skills, proficient in Word, Excel, SAP, Outlook
- Excellent in production paperwork, compliance, copyright clearances and delivery paperwork
- Managing budgets and working within strict financial constraints
- Negotiating, Troubleshooting/problem solving
- Prioritising workloads
- Motivated and enthusiastic with a commitment to achieve goals
- Excellent rapport with staff, talent, contributors and external clients
- Excellent at setting up complex systems to cover all levels of compliance related issues.
- Quick at learning new systems and processes and integrating with new teams.

Line Producer - We Can Be Heroes - Feature Film Teaser **Aug - Sept 2015**

Line Producer, responsible for budget and expectations of creative content. Assisting Producer and Director in the set up/planning and execution of project. Sourcing locations, child licences, negotiating crew and kit. H&S, managing team and budget.

Talent Coordinator, BT Sport/Facebook - Boomerang TV **May-June 2015**

Worked on Facebook Football Awards as Talent Coordinator. Red carpet event, Live Studio, booking interviews with Premier League footballers, liaising with agents and Managers of Premier League clubs. Booking all travel, accommodation and monitoring associated costs. Quick Turnaround set up/VT's. Recruiting and managing a team of 20+ to assist at red carpet event. Working in conjunction with BT Sport and Facebook.

Production Coordinator, Dragonfly TV **Jan - April 2015**

Worked on CH4's new flagship observational documentary programme at Birmingham Children's Hospital. Providing logistical and finance support for fixed rig and off rig filming teams. Booking accommodation/travel and monitoring complex spreadsheets. Recruiting and interviewing runners and loggers. Issuing relevant production paperwork and monitoring associated costs. (TX OCT 2015)

Compliance Assistant, Mentorn Media

Sept - Nov 2014

Worked as Compliance Consultant on 'Freshers' for Mentorn Media. A quick turnaround observational documentary, following a group of teenagers during their first few weeks at university.

- On location - The role involved setting up complex systems to monitor over 1000 release forms and over 100 No Consents. To be able to identify individuals efficiently and quickly.
- Assisting/advising editorial team and crews on compliance related issues when out on location.
- Assisting/advising compliance relating to editorial implications to the Series Producer/Executive Producer when in the edit.

Broadcast Production Manager

2011 – July 14

Waggener Edstrom, UK (PR Agency)

The role involved effective leadership within the team and maintaining relationships with internal account teams, artists and their agents, contributors, freelancers and clients. I was also responsible for budgeting, finance, raising client contracts, organising logistics for filming, clearances and H&S. In this role I developed productive relationships within the team and demonstrated confidence and authority when taking charge of a situation and made decisions when necessary. The post involved working well under pressure and troubleshooting and provided PA services to two senior bosses. Filmed a number of projects covering Healthcare issues. Organising access to hospitals, patients and being aware of sensitivities of subject matter. Also ensuring along with various team members that all correct procedures, as advised by the hospital and senior hospital management were adhered to. Coordinated/costed shoots in Germany, South Africa, Dubai, Turkey, Amsterdam, Egypt, Las Vegas, San Francisco, India.

North One Television, Birmingham

The Gadget Show/The Gadget Show Live

Nov - Dec 2011

- logistics and organisation and monitoring of expenditure on Gadget Show Live. To complete all Production Paperwork for The Gadget Show on PMI.

Career History - BBC

Production Manager

2009-2011

Production Manager on 5 x 60' Gardeners' World Specials 2009, Gardeners' World Live Events (at the NEC, Birmingham)

Key Responsibilities

- Effective leadership within the team and maintaining relationships with external suppliers, contributors, artists and their agents and freelancers.
- Responsible for scheduling, budgeting and managing the production from conception through to delivery. Adhering to health & safety guidelines.
- Preparing, managing and monitoring budgets and forecasting potential over/underspends, identifying any risks and escalating issues if necessary.
- Working well under pressure and trouble shooting.
- Building productive relationships within the team and demonstrate confidence and authority when taking charge of a situation and make decisions when necessary.
- Work with external companies (RHS, Haymarket, talent and agents) and work collaboratively. Working to ever changing and strict deadlines.
- Adhering to Health & Safety Guidelines
- Monitoring staff workloads and Working Time Directive

- Working with Talent and external clients and support departments

Production Co-Ordinator

1999 – 2011

- Providing day to day operational support to the team – booking travel, accommodation (both within the UK and abroad), filming permits. Booking film crews and negotiating rates. Liaising with presenters and their agents.
- Clearing all copyright issues, preparing schedules, setting up and maintaining up to date spreadsheets and communicating any changes to the teams.
- Organised regular compliance/copyright training for staff working on productions and updated staff on changes.
- Completing compliance documents for programmes with assistance from Series Producer.
- Managing post production schedules and monitoring any changes to filming and communicating changes to support teams ie. Post production, mechanical workshop, transport etc.
- Excellent organisational and administrative skills. Prioritising workloads and working to ever changing and strict deadlines
- Working on own initiative and within tight budgetary constraints. Identifying any potential overspends and escalating where necessary.
- Repeats and Reversioning unit – Helped set up the R&R Unit in Birmingham, processing payments, calculating repeat fees, keeping track of transmissions.
- Working with talent

Finance Assistant/Finance Clerk

1993-1998

- Providing financial, administrative and secretarial support to team, advising of any over/underspends. Administered staff records, annual leave, sick leave, timesheets and training
- Costing of Radio and Television Programmes, Calculating repeat fees, writeoffs and journals Aptitude for numeracy. Working to strict deadlines and collating and providing managers and staff with regular monthly reports.

Personal Assistant

1983-1993

- Excellent administrative, secretarial and organisational skills. Organising meetings , diary management and managing/prioritising changing workloads. Maintaining excellent rapport with internal and external providers. Working on own initiative and working with complete discretion and confidentiality

Interests

Salsa dancing, gym, reading, cinema, baking.

Programmes Worked On:

Foreign Filming

Top Gear, Around the World in 80 Gardens, Jeremy Clarkson - Motorworld, Trading Up in the Sun, East (obs doc), Ladyboys (obs doc), PR work.

Observational Documentaries

Children's Hospital (obs doc/fixed rig), Freshers (obs doc), Bunking off (obs doc), When Will I Be Famous? (obs doc)

Gardener of the Year	Countrytracks
Countryfile	Tarka the Otter (Simon King)
Clothes Show	Gardeners' World Specials
Telly Addicts	Touch of Love (Drama)
Call My Bluff	To Buy or Not to Buy
Network East	Mega Mela (Event)
Surfin Asia	Chelsea Flower Show (Event)
Tatton (Event)	Million Pound Property Experiment
Real Rooms	Trading Up
The Joy of Curry	Grow Your Own Veg
Christine's Gardens	Gardeners' World
Coast	See Hear (working with the deaf community)

Personal Work - IIFA – Indian Film Awards, Various Bollywood Events, Opening of various clubs, Promotional work