

Abby Trotter- Development Coordinator/ Assistant Script Editor

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SKILLS

Writing book & script reports

Scouting books & scripts

Researching

Writing Copy

Final Draft

Creating Call Sheets

Risk Assessments

Organising international travel & accommodation

Diary Management

Release Forms

Administration

PO Logging

Sourcing & negotiating locations

Sourcing Props

Live Logging

Forscene

Adobe Premiere Pro

Confident working with talent

EDUCATION

BA (Hons) Media Writing & Production- Bolton University

I am a highly organised, driven and proactive production coordinator/ development assistant keen to expand my skills and pursue a career in the editorial field. I am confident working with writers and talent, reading and assessing scripts and books, writing copy & pitch documents, conducting research activities and fact-checking.

Editorial Experience

Freelance Book/ Script Reader & Scout - January 2019- Present

I currently read for numerous independent production companies, including; Chapter One, Lime Pictures (kids division) Forge Entertainment, Red Planet Pictures, Mammoth Screen, Baby Cow & Playground Entertainment, providing reports on scripts, books and plays. During my time working with The Forge, I have also had the opportunity to scout new books and scripts that I have found myself along with writing pitches for the material and conducting research.

Shadowing- Waterloo Road- March-June 2022

I have recently been given the opportunity to shadow the assistant script editor on Waterloo Road during the BBC Writers Room Scheme.

Script Reader- Hope Mill Theatre- December 2020-January 2021

Script reader for Hope Mill Theatre, reading scripts for the 'Through The Mill' competition judged by Jonathan Harvey. My role was to read sixty scripts from both new and established writers and to pick ten to scripts to put through to the final.

The Lighthouse- Script Consultant- September 2020-October 2020

Responsible for providing feedback on work from both new and established writers.

Big Talk Productions- Cold Feet- Production Secretary- August 2019-December 2019

During my time with Cold Feet, along with my production secretary duties, I was given the opportunity to participate in story lining meetings gaining a broader understanding of the development process of a TV drama.

RED Production Company- Production Secretary & PA to MD / Script Reader - April 2018- April 2019

During my time at Red, I was responsible for managing the diary of the MD & the development team, organising travel & accommodation, writing solicited & unsolicited script and book reports, writing copy for the assistant script editors, research for projects and prepping documents for delivery. During my time at Red, I also had the opportunity to attend industry events such as table reads and plays in order to report back to the company about new, emerging writing talent.

Production Coordinator/ Secretary & Runner Roles

ITN Productions- Production Coordinator- Various Projects- September 2020-Present

During my time at ITN, I have worked across several productions where I have been responsible for organising logistics, clearances, completing post production paperwork across PCIS & Silvermouse, updating the cost manager, updating Albert, booking kit & crew, creating schedules, sourcing locations, creating call sheets and assisting the AP's with contributors and research when needed. Productions include-

- Covid Live Debate
- Secrets of The Krays
- Being Peter Kay
- Meet The Monarchy
- Royals Before Royals
- Christmas At Stately Homes (3 x Christmas specials)
- Christmas At Liberty
- Sainsbury's Food Secrets
- Soham Murders
- The Jeremy Vine Show
- Bargain Brits on Benefits S2
- Most Complained About TV
- Elizabeth Our Queen
- King Charles Obit (reversion)
- Corrie Intro for Britbox (short form)
- History 101 Series 1 (post paperwork)
- Dispatches – How Safe Is Going Out (post paperwork)
- Christmas At Sandringham (post paperwork)
- Adele / Victoria Wood: In Her Own Words (post paperwork)
- Panic At The Pumps (post paperwork)
- Princess Alice (post paperwork)

Blakeway North- Bargain Loving Brits By The Sea- Production Coordinator- July 2020- September 2020

Responsible for logistics, creating call sheets, logging rushes & release forms, issuing float and completing clearances.

Blakeway North- Jason Manford's Funniest Ads- Production Coordinator- July 2020- September 2020

Responsible for logistics, creating call sheets, logging rushes & release forms, issuing float and completing clearances.

BBC Sport News World Wide / 5 Live Football- PMA/Coordinator- December 2019- March 2020

Working between three teams at BBC Sport, I was responsible for budgeting, organising complex international logistics, raising PO'S, making payments, booking kit & creating call sheets.

BBC Factual- Rip Off Britain- Production Secretary (cover)-July 2019-July 2019

Booking kit,, locations & crew, organising complex logistics, creating call sheets and managing individual shoot budgets.

CBBC/Netflix - Get Even- Production Secretary- June 2019-July 2019

Responsible for; organising travel and accommodation, ensuring all crew DBS checks had been completed and logged, setting up offices on location, sourcing meeting rooms, creating clearance lists and general administration.

BBC Sport News World Wide- PMA- April 2019- June 2019

Responsible for forward planning attendees trips to sporting events around the globe; creating calls sheets, organising travel & accommodation, keeping the spend log up to date and general administration.

Radio 5 Live-BBC Sport--PMA- January 2018- April 2018

Responsible for keeping spend log up to date, booking travel, accommodation, studios and workshops using BBC systems. Liaising with football clubs to ensure that attendees needs are met, including equipment and accreditation.

Sugar Free Tv- Production Secretary/Coordinator- February 2018- March 2018

Working across Heineken, Adidas, Bethard & Velux TVC's. Organising travel, sourcing props & locations and creating call sheets.

Sports Personality of The Year - BBC Sport- PMA- November- December 2017

Booking travel & accommodation and organising the accreditations for the event. .

BiTC Media- Logger - October 2017- January 2018

Home based logger, creating transcriptions and post production scripts for shows such as; 'How To Be Healthy' , 'Wanted Down Under' and 'One Born Every Minute'.

Emmerdale- ITV- Floor Assistant- November 2017

Running lines with cast, ensuring that they were following the script correctly while filming. Providing cues when needed.

All Together Now- Remarkable - Runner- November 2017

Responsible for looking after the 100 judges. Making sure that they were all where they needed to be on time.

Everest Windows TVC- The Chase Films- Runner - September 2017

Assisted the 1st AD on location. Responsible for locking off areas and holding traffic.

World's Wildest Weather & World's Wildest Flights- Title Role- Production Secretary- July- September 2017

Creating call sheets, risk assessments & release forms, sourcing locations for filming internationally, organising international travel & accommodation, PO logging and ordering office supplies.

Crimes That Shook Britain/Australia - Title Role Productions -PMA May 2017- September 2017

Organising travel and accommodation for crew throughout Australia and the UK. Creating call sheets. Researching crimes in order to provide accurate prop & costume lists for drama reconstructions. Sourcing and negotiating locations.

Cold Feet : Big Talk Productions- Location Runner- April- May 2017

Helped set up locations for filming, looked after cast & crew and maintained a safe working environment.

AO TVC for Britain's Got Talent - The Mob Film Company- Runner- March 2017

Looked after talent & crew, provided refreshments & kept the studio clean and tidy.

The Voice – Blind Auditions & The Battles- ITV-Studio Runner/Logger – October- November 2016

Assisted PD's on location & in studio. Logging filming & looking after contestants.

The Voice Kids Producers Tour- ITV - Day Runner- September 2016

Filmed & logged contestants auditions on a pre-set Canon XF305. Providing judges with refreshments.

The Voice Producers Tour- ITV- Runner- July 2016

Filmed & logged contestants auditions on a pre-set Canon XF305. Providing judges with refreshments.

The X Factor Producers Tour- Thames TV- Day Runner- May 2016

Logging in contestants, advising them on the next stages and handling release forms.

Dickinson's Real Deal- RDF TV- Day Runner- October 2015

Looking after contributors, advising back-ground artists on where to stand.

This CV may be kept on file and distributed for employment purposes