

EMILY ANGELL

PA & DRAMA COORDINATOR

Telephone: +44 (0)7961546881

Email: emily.angell@outlook.com

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- Advanced IT skills; Mac and PC proficient with an excellent knowledge of a range of software including Microsoft Office, Outlook, and other main computer packages with confidence working with new software, technologies and systems.
 - A strong appreciation and understanding of television drama production with an interest in television drama across the industry.
 - Ability to work as part of both small or large teams
 - Full Clean UK Driving License
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PROFESSIONAL EXPERIENCE

BBC Cymru Wales/BBC Studios

April 2016 - Present

Drama Department Coordinator

Duties Include:

- PA to Acting Head of Drama and Executive Producer, Bethan Jones. This includes management and scheduling of Bethan's diary, arranging international trips and meetings, organising exec viewings and read-through's, scheduling development/production meetings, through to arranging meetings with writers and talent
- Providing pro-active and comprehensive administrative support to the Head of Drama. This includes claiming of expenses on her behalf in line with BBC Expenses Policy, processing scripts and providing technical support as required
- To co-ordinate all travel and accommodation arrangements (both Domestic and international) for the Head of Drama and Executive Producers as well as other members of the Drama Team.
- To source and check availabilities of cast and crew for BBC Wales and BBC Studios productions, and to set up new crew members within the production office and on BBC systems.
- To assist production with paperwork such as transmit ion scripts and licences
- Providing general and administrative support and acting as the first point of contact to the Drama team. This includes: Filtering calls from the general public and BBC departments, resolving queries where possible and passing them on as appropriate, ordering office supplies and stationary and to source contact details of industry members for the team. Minute and note taking during meetings and presentations is also conducted for distribution to the team who are not in attendance.
- Create and manage Purchase Orders along with reporting and managing mobile phone charges and exceptional charges for the drama department
- Assisting the production and development teams with research for upcoming projects. This includes sourcing archive material in various formats and medias for use in productions, production development and for talent scouting purposes along with sourcing clips for award entries. Arranging of transfers of video and audio material from one media to another was also undertaken.

Company Pictures/Starz – The White Princess

July 2016

Production Secretary & Travel Coordinator : Block 1

Sara Putt Associates

Nov 2013 – April 2016

PA to Sara Putt, Researcher and Office Assistant

Diary Service Manager (Maternity Cover)

Personal Assistant to Sara Putt – Duties included (but not limited to):

- Liaising on behalf of Sara Putt with a variety of personnel worldwide such as Producers and high end production companies on a variety of matters including client's availability and confirmation on jobs, to arranging business meetings
- Co-ordinate and manage Sara Putt's diary, across multiple locations and time zones

- Provide administrative support to Sara Putt which included drafting letters and preparing contracts for new clients, processing contracts for HoDs that are working on productions through to preparing confidential papers for board and committee meetings at BAFTA and WFTV

Researcher, Office Assistant and Diary Service Manager Maternity Cover:

- Processing Deal Memos, Start Forms and Contracts
- Researching and liaise with UK and US studios and production during all stages of production in regards to crew requirement and collating all information in a detailed database for the agents
- Co-ordinate any travel and accommodation requirements for agents, and co-ordinate events attended by Sara Putt Associates
- Management of the office Diary, including diaries of agents along with management of Diary Service client's diaries
- Updating and maintaining the company website and Social Media accounts
- Management of the re-occurring internship role from interviewing through to management of the intern during their internship.
- Arrange social events including networking evenings which involves securing locations and the management of invites and guest lists
- Other duties included assisting with the Sara Putt Trainee Scheme, managing petty cash, maintaining office condition, greeting and assisting visitors to the office, maintaining office supplies, managing general office 'info' email inbox, database management, keeping client CVs up to date and carrying out ad hoc tasks for agents.

Skills Developed:

- Understanding of the production process of each step from Development through to Post Production, along with understanding of the roles within these areas.
- Building and maintaining relationships with other industry members
- Ability to work calmly under pressure using own initiative in a demanding environment requiring long hours, with the ability to prioritise and multi task.
- Furthered experience working with confidential and sensitive data including production details which included working under NDA's

British Academy of Television and Film Arts: BAFTA Cymru

May 2013 – Nov 2013

Awards/Administration Assistant

Duties Include:

General Office Responsibilities:

- Answering the main phone line to receive or direct calls, recording and delivering telephone messages, franking outgoing post and managing incoming items on a daily basis
- Printing, scanning, photocopying and binding of confidential documents and contracts for the Director, including collating papers in preparation for meetings
- Assisting with events as and when necessary including researching up and coming film releases and contacting distributors for preview screenings for members
- Maintain the condition of the office as a whole to a high standard including keeping areas in a tidy and clean condition throughout the working day, along with ordering stationery and office supplies
- Greeting visitors to the office, and make teas/coffee throughout their time/meetings
- Process and taking payment for new and renewing Member subscriptions
- Maintain and update the membership database to ensure contact information is correct and up-to-date
- Handle and filter Members questions and queries

Awards Ceremonies:

- Liaising with award nominees and production companies
- Generating new business relationship creating sponsorship for the awards ceremony
- Hitting and exceeding sales and revenue targets from advertisers in the awards brochure
- Managing corporate gifting for all nominees
- Co-ordinate business accommodation arrangements
- Greet nominees on arrival at the BAFTA Cymru Nominees Party and industry members at the BAFTA Cymru Games Awards 2013
- Production running and assisting talent before and during the ceremony.

Skills Developed:

- Excellent communication skills with parties of all levels

- Building and sustaining relationships with clients and third parties
- Ability to self-supervise to work quickly to tight deadlines under pressure by effectively organising and prioritising work loads
- Working co-operatively with others to be part of a team, as well as working as an individual on delegated tasks

It's My Shout

June 2010 – August 2010

Trainee Producer/2nd Assistant Director

It's My Shout productions is an award winning television training scheme which provides hands on training for young people, alongside industry professionals during production of 6 short films for television and screen. They produce these short films for a wide variety of partners from BBC Cymru Wales, S4C, UK Film Council and the Arts Council of Wales.

Duties and Experience Gained include:

- Prepare and create call sheets to be distributed to the cast and crew, along with overseeing movements of the cast
- Production office administration duties
- Locating and securing crew members

Film 15 Ltd

June 2009 - August 2009

Production Assistant

Duties and Experience Gained include:

- Provide general production administrative support to the producer during all stages of production, including drafting letters, management of consent forms for underage trainees, creating shooting and location information sheets for cast and crew, overseeing rehearsals, assisting the director with administration during auditions
- Assisting with duties on and off set such as organisation of trainees, actors and crew

ACADEMIC BACKGROUND

BSc Degree - Staffordshire University 2013
Film Production Technology

HND - Staffordshire University 2011
Media Technology: Film

ADDITIONAL INFORMATION

Other previous roles held include Direct Sales Field Representative which required Soliciting customers through door-to door sales in order to generate charitable monthly direct debit donations, by presenting an informative personal pitch, discussing the charity with the customer, and closing the sale.

An appointment Setter role was also held which consisted of outbound calling to promote the company to then make appointments for managers to meet with leads. This role required working to sales targets.

REFERENCES AVAILABLE UPON REQUEST