

JOSEPHINE KEY – APOC / PRODUCTION SECRETARY

Mobile: 07536049287 Email: jojo-key@hotmail.co.uk Car&Driving licence – Full / Clean Northern England

Skills

Microsoft Excel	Microsoft Word	DPO / Octopus PMI	Time Keeping
Set Keeper / EP	Silvermouse	EzyPO	Calendar Management
Albert Certification	Team Engine	Handling Release forms	Travel/Accommodation

Credits

Quay Street Productions (2023) The Red King – Drama Series	APOC	Managing all Cast and HOD travel, liaised with agents and hired/sourced chaperones. Also processed child licences and tracked costs across the department and raised PO's.
Fable Pictures (2023) Hullraisers S2 – Comedy Series	APOC	Completing Child Licences. Processed Albert certification. All cast/crew travel. Worked with EP & Moneypenny for crew onboarding. Completing Cast/Crew Paperwork.
Jackdaw Movies Ltd (2022-2023) Jackdaw – Feature Film	APOC	Sent wrap reports. Used DPO. Organising cast/crew travel. Booking accommodation. Sending call sheets. Liaising with suppliers. Sourced Chaperones
BBC (2022) The Dumping Ground S10 Children's TV	Production Secretary	Booking cast & Crew Travel. Completing Progress reports. Hiring of chaperones. Processed Albert certification
Blue Jean Productions (2022) Blue Jean – Feature Film	Production Secretary	Managing covid testing via Excel/Team Engine. Sent call sheets. Processed Albert certification. Managed the team of runners.
Fable Pictures (2021) Hullraisers – Comedy Series	Production Secretary	Arranged and organised travel / accommodation for all 40+ cast and crew. Processed Albert certification, and PO's with supplier accounts I set up through DPO.
BBC (2020-2021) The Dumping Ground S9 Children's TV	Production Assistant	Organised & oversaw the bookings & hiring's of Vehicles & taxis. Also managed the ADR recordings & ensured team was up to date with dialogue. Completed Albert Certification.
BBC (2019) The Dumping Ground S8 Children's TV	Production Assistant	Managed the ADR schedule and liaised between edit & production. Ensured day to day smooth running of office which including ordering stationery, water & food.
Tiger Aspect (2018) The Danny & Mick Show (CBBC) Children's TV	Production Secretary	Arranged and organised travel / accommodation for all cast & crew. Also raised PO's via Octopus-PMI for purchases and logged via excel.
Fulwell73 (2017-2018) Sunderland Till I Die (Netflix) Documentary Series	Production Assistant	Managing float and Expenses. Ingesting all rushes and sound cards then preparing for transport. Ensuring all contributors/locations/Materials were released and paperwork was complete.

Education - Teesside University, Middlesbrough Course: (BA Hons) TV and Film Production

*References Available Upon Request

** This CV may be kept on file