

Valerie Brown

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RELEVANT EXPERIENCE

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|-------------------------------|---|---------------------------|
| Video Project Manager | J motion Video Productions, Towcester | 2016 - August 2018 |
| | Responsible for managing multiple video projects from an initial sales enquiry to delivery. The role involved developing each brief with the production team, steering the client through the production process, planning and logistics management ahead of filming, directing/producing interviews and project guidance through postproduction to the successful delivery of the project. | |
| Production Coordinator | Gnu Films Ltd, Northampton | 2013 - 2016 |
| | Coordinated the production of video and animation projects and associated content (including print media, websites, apps or social media), as well as the company's marketing and networking activities. Was in charge of project planning, budgeting, scheduling, organising shoots, booking crew, liaising with clients and production office management. | |
| Filmmaking Teacher | Young Film Makers, Nottingham | 2011 – 2014 |
| | Filmmaking teacher for children aged 8 to 16 at the Saturday Filmmaking Courses and Summer Schools in Nottingham and Birmingham. Apart from teaching filmmaking techniques, I also filmed and edited the short films that were made as part of each course. | |
| Assistant Producer | Element Productions, Cardiff | 2012 – 2013 |
| | Assistant Producer for TV documentary ' <i>Wales and the Basque Refugees: The Children's Stories</i> ' (BBC Wales). Responsibilities included contributor and story finding, archive research, clearing rights, organising shoots, dealing with production paperwork including PasCs and Music Reporting Forms for BBC Wales. Assisted in the development of new programme ideas and proposals. | |
| Researcher | Wild Dream Films, Cardiff | 2012 – 2012 |
| | Freelance researcher for TV documentary ' <i>Alien Investigations</i> ' (Channel 4). Carried out research, finding and contacting contributors in Latin America. Also worked with them in 2009 carrying out research for what was the successful proposal for the documentary. Fluency in Spanish was essential. | |
| Researcher/AP | Element Productions, Cardiff | 2010 |
| | Carried out research, contributor and story finding, archive research and rights clearing, organised shoots (UK and abroad), negotiated access to locations in UK and Europe. Credits: ' <i>In the footsteps of Gerald of Wales</i> ' (S4C), ' <i>Hidden Histories</i> ' Series 3 (BBC Wales). Fluency in Spanish and Italian was essential. | |

Runner	BBC Scotland	2007
	Provided administrative support and logistical assistance to the production teams in the local news studio in Dundee and on location at Proms in the Park in Glasgow.	
Production Assistant	Aquarius Films/Mesaverde, Italy/Cuba	2005 – 2006
	Assisted the production team in the office and on location on feature film ' <i>La sottile linea della verità</i> ', a Spanish-Italian co-production shot in Cuba. Managed the production paperwork preparing production schedules, call sheets, and being fluent in Spanish, English and Italian I was the main point of contact for cast and crew.	
Acquisitions Assistant	The Community Channel, London	2005
	Sourced new content and assessed the material for compliance and suitability to air, dealt with contracts and clearances, carried out research, managed the library and programme database (File Maker).	

TRAINING COURSES

Skillsfirst Awards. July 2018. Units: Manage team performance, lead and manage a team, developing working relationships with colleagues, communicate work-related information, principles of leadership and management.

BBC Safe Guarding Trust Course. Modules: Factual TV, Dilemmas in TV. February 2011

City & Guilds Professional Development Award Level 4 in Research. Cardiff. February - May 2010

Production Research. BBC Academy, London. April 2010

SSAW Post graduation Facility. Cardiff. January - April 2010

Post-graduation training that included courses on Health & Safety, Finance and Documentary Research and the production of a short film for which I carried out the role of Production Co-ordinator.

TV Proposal Writing. Documentary Filmmaker's Group. London. March 2010

ENGAGE. Project development workshops funded by MEDIA Europe. 2009. Participated as Writer/Director

Safety at Work. The Institution of Occupational Safety and Health. BBC. June 2007

Certificate Level 5 in TV and Film Production. FETAC. Ireland. 2006 – 2007

QUALIFICATIONS

MA in Film (with distinction)	University of Newport, Wales (now University of South Wales)	2007 – 2009
BA (Hons) in Media Studies (2.1)	University of East London	2001 – 2004

ADDITIONAL INFORMATION

IT: Microsoft office packages (including PowerPoint), Final Cut Pro, Adobe Photoshop, FileMaker, Final Draft, Movie Magic Budgeting & Scheduling, MS Project, Trello, Basecamp, Camtasia, Adobe Captivate, Wordpress, Freshbooks, Xero.

Languages: English/Spanish: Bilingual. Italian: Intermediate

Other: Full Clean Driving Licence