

# HARRIET HAMMOND

D.O.B 26/04/88

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IMDB: [www.imdb.com/name/nm1846769](http://www.imdb.com/name/nm1846769)

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## PROFILE

Experienced in Features, Documentaries and VFX. Strong communication and management skills in a wide range of film-making processes from development through to post production.

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## KEY SKILLS

Budgeting and scheduling  
Accounting processes and bookkeeping  
Cost reporting  
Negotiating salaries and contracts  
Establishing and maintaining strong working relationships  
Client and talent management  
Managing VFX and Animation pipelines  
Cast and Crew travel and accommodation  
Production and Post-Production paperwork

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## AWARDS

Diversity in Factual Production - **Screen Nation** - Nat King Cole: Afraid of the Dark  
Grand Prize - **NYICFF** - The Unbeatables  
Outstanding Film of the Year - **London Film Festival** - The Unbeatables  
Best Animated Feature - **GOYA** - The Unbeatables  
Best Student Film - **Crystal Palace International Film Festival** - Small Hours  
Best Documentary - **Viewfinder Festival** - The Mainstream Geek

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## SOFTWARE

Movie Magic Budgeting  
Movie Magic Scheduling  
Sage 50  
Final Draft  
BaseCamp / Asana / Wrike  
MAC + PC  
Microsoft Office

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## **EXPERIENCE**

### **Producer**

January 2016 - Present

Bad Penny Productions, London

My role as Producer at Bad Penny Productions begins with the preparation of the initial budget and schedule across all projects in development. Once green lit I coordinate with department heads and the director to prepare the final budget, production dates and shooting schedules. I attach key crew and oversee the hiring of all other crew. I will research locations and co-ordinate scouts. I develop relationships with equipment hire companies and suppliers. I control and approve all expenses during production, creating weekly cost reports for investors and E.P.'s. Our first feature 'Mad to be Normal' with David Tennant in the lead, opposite Elisabeth Moss, and co-starring Michael Gambon and Gabriel Byrne is currently at the market. Our second feature, 'You Me and Him' starring Lucy Punch, Faye Marsay and David Tennant is in production.

### **Accounts Assistant**

January 2016- May 2016

Darrall Macqueen, London

At Darrall Macqueen I was responsible for maintaining financial records for the 2nd series of The Teletubbies, working closely with the Production Accountant. This included managing the day to day accounts from credit card reconciliation's and issuing floats, to maintaining records of invoices, payments and transactions and preparing accounts payable. Working daily with Sage 50 and Excel.

### **Travel Manager**

March 2015 - January 2016

New Regency, London

At New Regency I worked across 'Assassins Creed', Directed By Justin Kurzel and 'A Cure for Wellness', Directed by Gregor Verbinski. As the Travel Manager I was responsible for booking travel and accommodation across the UK, Europe, Canada and the US for cast and crew. This role also included negotiating rates, maintaining up to date travel logs and creating Travel Memos.

### **Producer**

January 2013 - March 2015

369 Productions, London

I formed 369 with two other Producers to create the English translation of Juan Jose Campanella's 'Metegol'. The film was released in the UK under the title 'The Unbeatables' on Vertigo on over 350 screens UK wide in August 2014. My role was to manage the budget, schedule and accounts and to negotiate terms with suppliers and vendors as well as assist in general production matters.

### **Production Manager**

June 2014 - October

2014

Tirana Films, Oxfordshire

As the Production Manager on feature film 'Apocalypse' I was responsible for hiring crew and suppliers, booking and securing all accommodation, catering and travel for cast and crew, booking of locations, managing the budget and petty cash systems, arranging permissions, permits, health and safety and risk assessments as well as day-to-day troubleshooting on set.

**Producer**

May 2013 - June 2014

Kettle Studios, Oxfordshire

At Kettle I ran production from brief to delivery. Within this role I was responsible for budgeting, scheduling, brief taking, pitching, client management, running all elements of production and on set VFX supervision. (Productions include Digital Media campaigns, 3D apps, print campaigns, 3D campaigns)

**Assistant Producer**

October 2010 - May 2013

Cardinal Releasing, Oxfordshire

In this role I had extensive experience in setting up shoots overseas - specifically in the US and Europe for projects like 'BB King: The Life of Riley' and 'Nat King Cole: Afraid of the Dark'. I was responsible for juggling a number of locations, contributors, travel arrangements, budgets and schedules. I negotiated deals with suppliers, crews, archive and music licensing companies. I was also responsible for all production paper work - call sheets, release forms, crew contracts and all accounts processes - from VAT returns and reconciliations to preparing accounting records for audits.

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**EDUCATION**

First Class Degree – BA (hons) in Digital Film Production from University of Gloucestershire - 2010  
A – Levels – French, Spanish, Theatre Studies + General Studies - 2006  
9 GCSEs – Including English and Mathematics grades A\* - B - 2003

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