

# LUKE IRVING

PRODUCTION COORDINATOR / PRODUCTION MANAGEMENT ASSISTANT

## CONTACT INFORMATION

- +44 (0) 7706 158 246
- [luke.irving11@gmail.com](mailto:luke.irving11@gmail.com)
- North West Location

## SKILLS & ABILITIES

- Full Clean UK Driving License (Over 25).
- BBC Systems.
- ITV Approved Engager.
- UK & International Outside Broadcast Logistics.
- Studio Logistics & Management.
- Post Production Paperwork (Silvermouse).
- Albert+ Report Logging & Submission.
- Booking International Travel & Accommodation.
- Compiling & Requisitioning Accreditations.
- Callsheet Production.
- Raising Purchase Orders.
- Talent & Contributor Payments.
- Raising Freelancer Contracts.
- Company Credit Card Reconciliation.
- Handling/Reconciling Cash Floats.
- Clearing Image & Audio Rights.
- Logging & Data Wrangling.
- Contributor & Talent Hospitality.
- Microsoft Office, iWork & Google Docs.

## CAMERA EXPERIENCE

- Panasonic DVC30.
- Panasonic 151.
- GoPro Cameras.

## EDUCATION & TRAINING

- BA (Hons) Film & Media Studies (2014)
- Foundation Degree (2011)
- Certified First Aider.

## CREDITS

Wimbledon 2019 – BBC Sport

*PMA* - (June 2019 – July 2019)

Match of the Day/FA Cup – BBC Sport

*PMA* - (July 2018 – Present)

FIFA World Cup Russia 2018 – BBC Sport

*PMA* – (April 18 – July 18)

US Masters 2018 – BBC Sport

*PMA* - (March 18 – April 18)

6 Nations Championship 2018 – BBC Sport

*PMA* – (Jan 18 – March 18)

Rugby Union Autumn Internationals – BBC Sport

*PMA* – (Nov 17 – Jan 18)

The Jeremy Kyle Show – ITV

*Production Coordinator* - (March 16 – Nov 17)

Crown Court – ITV

*Production Assistant* – (July 17 – July 17)

Emergency Room – ITV

*Production Secretary* - (Sep 16 – Sep 16)

Judge Rinder – ITV

*Head Runner* - (Sept 14 – March 16)

The Jeremy Kyle Show – ITV

*Production/Studio Runner* - (Aug 14 - Mar 16)

A Brass Band Wonderland – Princess Productions

*Location/Talent Runner* (Dec 15 – Dec 15)

Ninja Warrior – Potato Productions

*Floor Runner / Stage Hand* (Aug 15 – Aug 15)

Judge Rinder – ITV

*Junior Researcher* (May 15 – June 15)

The X Factor – Freemantle Media

*Day Runner / Rig Assistant* (May 15 – May 15)

## OTHER EXPERIENCE

Odeon & UCI Cinemas – Operations Supervisor

(Oct 14 – July 15)

Shine North – Work Experience

(Apr 13 – May 13)

REFERENCES AVAILABLE ON REQUEST