

AMANDA MUTHADA-POTTAYYA
LOCATIONS

Mobile: 07930 251 705

Email: apottayya@gmail.com

Driving: UK Full clean driving licence; 10+ years

Experienced Locations Assistant, with experience working in TV Drama, Comedy and Feature film. Recently stepped up as Locations coordinator and Unit Manager.

CREDITS:

MARCH- APRIL 2016

Locations Coordinator, Trainspotting 2, TS2 Productions. Dir. Danny Boyle, Location Manager, Lloret Dunn.

FEB 2015

Locations Scout and Assistant, Subaru Europe, The Telegraph Productions. Dir. Chris Hook, Prod. Carla de Nicola

AUG 2014- SEPT 2014

Unit Manager, 'Cut', Clerkenwell Films Ltd. Channel 4, Dir. Robert McKillop, Prod. Jemma Rodgers.

JUNE 2014- JULY 2014

Locations Assistant, 'After Hours', Jellylegs Productions. Dir. Craig Cash, Prod. Gill Isles, Sky One.

FEB 2014-MAY 2014

Locations Scout and Assistant, 'Testament of Youth'. Heyday Films Dir. James Kent, Prod. David Heyman.

AUG 2013

Locations Assistant, 'Fresh Meat, Series 3', Objective Productions, Channel 4 (Dailies)

MAY 2013- JULY 2013

Locations Assistant, 'The Thirteenth Tale', Dir. James Kent, Prod. Norma Heyman, Heyday Films/ BBC Films

APRIL-MAY 2013

Production Runner, 'Who Let the Dogs Out?' Series 3, CBBC, Exec Prod. Yvonne Jennings, BBC Scotland

MARCH 2013

Production Assistant, 'Catch me Daddy' Feature Film, Dir. Daniel Wolfe, Prod. Mike Elliott. Tiber Films Ltd.

MARCH 2013

Production Assistant, 'Dickinson's Real Deal', RDF Productions.

DEC 2012-FEB 2013

Production Assistant/On Set PA, 'The Mill', Dir. James Hawes, Prod. Caroline Levy. Darlow-Smithson Productions.

EXPERIENCE:

MAY 2013- APRIL 2016

Freelance Locations Coordinator/ Unit Manager/ Locations Scout & Assistant

- Responsible for scouting for locations, organising unit base areas, liaising and negotiating with property owners and crew.
- Movement orders; managing unit day-to-day stock and budget; raising POs; organising movement of transport and crew from unit base to location, implementing health and safety measures.

APRIL 2012-MAY 2013

Production Runner

- Location set up and support across production.
- Liaise with contributors for the show.
- Hospitality for cast and crew.
- Carry out errands for production team.
- Assisting with Health and Safety requirements on set and crowd control.

DEC 2012-MARCH 2013

Production Assistant/On Set PA

- Provided on set support.
- Preparing sides and call sheets, raising purchase orders.
- Carried out errands, provided logistical support in terms of driving from location to location.
- Coordinated search for accommodation for HODs.
- Liaised with talent; assist with hospitality for cast and crew.
- Ensure that Health and Safety requirements are complied with by crew and members of visiting public.

EDUCATION:

2007-2009

MA Television Documentary Production, The University of Salford RESULT: MERIT

Chosen modules covered producing, research, editing and sound design.

2004-2007

LL.B Law (Hons) Manchester Metropolitan University RESULT: 2:2(high)

Foundation knowledge of Media Law and Intellectual Property

SKILLS AND TRAINING:

AUG 2015 FIRST AID, *British Red Cross*

JUNE 2012 Rights and Contributor contracting, *British Broadcasting Corporation*

NOV 2011 Editorial Policy and Compliance, *British Broadcasting Corporation*

OCT 2011 Working with Children, *British Broadcast Corporation*

AUG 2011 Safeguarding Trust, Online Modules, *British Broadcasting Corporation*

OTHER EXPERIENCE:

DEC 2016- PRESENT

Trainee Volunteer Advisor, Citizen's Advice & Rights, Fife (CARF).

Listen to clients various issues and help to provide advice or further signposting for help dependent on the situation.

Keep client records up to date on Intranet system.

NOV 2012- OCT 2013

Digital Reporter, Digital Reporter's Course, Cornerhouse, Manchester

As a digital reporter, I created audio interviews, photography of events at the venue, and contributed to film reviews all of which were published on the website.

SEPT 2012-JAN 2013

Production Assistant volunteer, First Take Productions, Liverpool

Responsible for marketing and after show event for the launch of a feature documentary. Experience of writing up press releases and event management; liaising with key stakeholders, ticketing and venue set up.

REFEREES:

Lloret Dunn, Location Manager- M: 07836 574927. E: lloretdunn@gmail.com

Barry Laird, Location Manager- M: 07838 930906. E: barry_laird@hotmail.com