

Lydia Brannen | Production Secretary

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I am a confident production secretary and a fast learner. My aspirations are to become a production coordinator. I am highly organised, work well in a team and have excellent attention to detail.

Skills and Training

- Full Clean Driving Licence (2014)
- Strong in Excel
- Maintaining & updating confidential data lists
- PRS & PPL licence clearing
- Fast typist / transcriber
- BBC Social Media Training (2017)
- Working with high profile talent
- Managing teams of runners
- Adobe Photoshop
- Albert and production sustainability
- Octopus PMI
- Silvermouse

Experience

- Production Secretary** BBC Wales - *Down the Social* Hall of Mirrors Jun-July 2019
Post-production paperwork, reconciling floats and chasing release forms.
Production Manager – Jill Jones
- Production Secretary** BBC Wales - *Tudor's TV Flashback* Hall of Mirrors Jun-July 2019
Post-production paperwork on Silvermouse for an archive show, heavy with copyrights and music cue sheets.
Production Coordinator – Saskia Dark
- Production Secretary** ITV - *Tipping Point* RDF Television Jan-Nov 2018
Booking contestant accommodation and travel. Assisting the production team with large studio crew. Organising casting tour schedules and call sheets, reconciling floats, managing a team of runners and dealing with confidential paperwork. Completing post production paperwork on Silvermouse.
Production Manager – Sonia Fry
- Production Secretary** BBC - *Britain's Fat Fight* KEO Films Oct-Nov 2017
Assisted in prod. office booking transport, budgeting, editing spreadsheets, researching and transcribing.
Production Coordinator – Elizabeth Ainge
- Production Assistant** BBC - *Hugh's Wild West* KEO Films Oct-Nov 2017
Sorted music EDLs and checked PRS & PPL clearances. Also checked scripts for inaccuracies and transcribed episodes.
Production Manager – Ciara Spankie
- Location Assistant** *The Kid Who Would Be King* Fox UK Oct 2017
Assisted on location at Glastonbury Tor with the difficult movement of kit and managing the public.
Location Manager – Rebecca Pearson
- Production Runner** *Nationwide - Internal* Aspect Oct 2017
Runner on location over three-day shoot. Assisted on prep days with location, casting and transport arrangements.
Senior Producer – Joanna Brock
- Production Runner** *Slimming World Promo* Aspect Sep 2017
Studio shoot for a Slimming World promotional campaign titled *Emotional Support*.
Creative Producer – Elle Dimond
- Producer's Assistant** *Hellboy (2019)* CT Films LTD Sep 2017
Worked night shoots on location assisting five producers. Assisted UPM and PC with prep in production office. Distributed scripts, booked dinners, managed emails and took calls.
UK Production Supervisor – Joel Stokes
- Production Assistant** *Philophobia* Fablemaze Aug 2017
Assistant to the PC for a Stroud based feature film. Helped with crew travel, recruitment and script distribution.
Production Coordinator – Louise Salter

Studio Assistant	UEA Promos	MAKE Media	2016-2017
Runner	BBC One - <i>Flog It!</i>	BBC	Feb 2015
Runner	ITV1 - <i>Britain's Got Talent</i>	ITV	Nov 2014

Other Relevant Experience

Writer/Director Random Acts - Calling the Shots 2017-2018

- I was commissioned by the Arts Council to write and direct a short film with Calling the Shots
- The film was screened at The Watershed in Bristol upon completion and has also featured at the Encounters short film festival and on the Channel 4 website

Delegate The Network - Edinburgh International TV Festival Aug 2017

- A competitive talent scheme that provided an opportunity to network with TV execs
- Quickly learnt development skills and pitched an idea to Sky One commissioners

Production Secretary UEA:TV – Student Television 2015-2017

- Organised location shoots, transportation for large groups and buying equipment
- Won the National Student TV Award for live coverage of the 2016 US Election

Regional Media Support Officer Amnesty UK 2016-2017

- Managing media profiles, writing press releases and seeking coverage by local media for Amnesty campaigns

Regional Editor The Daily Touch – Grad Touch 2015-2016

- Wrote for online publication The Daily Touch and established their UEA branch
- Managed social media and published articles that received thousands of views and shares

Education

University of East Anglia 2:1 Media Studies BA 2014-2017

References – Available on request.

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