

# SCARLETT KEFFORD

Access Coordinator & Award Nominated Writer

I am delighted to return as a qualified Access Coordinator, having previously retired from TV production due to inaccessibility. I am excited to be a part of this progressive change in our industry.

## ACCESS COORDINATION

**Access Coordinator | The Listeners | Element Productions | Producer:**

**Ed King** *June - July 2023*

**Access Coordinator | Sing For The King | BBC Studios Events  
Productions | Production Manager: Jess Bolton** *April 2023*

**Access Coordinator | Pyramid Of Disunion | Film4 | Producer: Theresa  
Larché** *Nov - Dec 2022*

## EDITORIAL & DEVELOPMENT

**Programme Associate | CeleAbility Series 7 | ITV | Head Writer: Steve  
Bugeja | Producer: Kate Radcliffe** *April - May 2023*

**Sketch Writer | Square Pegs Pilot | BBC Radio 4 | Mighty Bunny |  
Producers: Lyndsay Fenner & Victoria Lloyd** *April 2023*

**Comedy 50:50 Writersroom Intern | CeleAbility Series 6 | ITV | Head  
Writer: Steve Bugeja | Producer: Kate Radcliffe** *April - May 2022*

**Regular Interviewer Feature | Funny Women Behind the Scenes  
Podcast | Producer: Marianna Feijo** *April - Aug 2022*

**Writer & Producer | Script Sirens** *July 2019 - Present*

Production Projects to Date:

- **SPECTRUM** - *Exec Producer and Script Editor* - A series of eight short animated films funded by the ACE, which have received various festival accolades & an RTS Midlands Awards 2022 nomination.
- **Script Sirens Presents: Siren Screams** - *Producer, Script Editor and Director all episodes, writer one episode, voice actor three episodes* - An anthology of six audio plays funded by the ACE - Pod Bible Awards Independent Podcast 1st Runner Up 2021 (out of 400)
- **Script Sirens Presents: #GoingViral** - *Producer and Script Editor all eps, co-writer one ep* - a zero-budget dark comedy web series for which I was nominated for an RTS Award.

**Production Manager & Development Coordinator | Various stop  
motion animation projects for clients incl. Disney | Yamination  
Studios | Director/Producer: Drew Roper** *Nov 2019 - Sept 2021*

**Storyliner, Writer's Workshop | Survivors Club | Survivors  
Productions | Exec Producers: Daran Little & Mal Young** *July 2019*

**Work Experience Shadowing Script Editor | Agatha Raisin | Company  
Pictures | Script Editor: Andrew Oldbury** *April 2019*

## BROADCAST TELEVISION CREDITS HIGHLIGHTS (PRODUCTION)

**Second Assistant Director | Casualty | BBC Studios | Line Producer:  
Debbie Biggins** *July - Aug & Nov 2018*

**Production Co-ordinator | Casualty | BBC Studios | Line Producer:  
Debbie Biggins** *April - July 2018, Oct 2018, June & Aug 2019 &*

**Production Co-ordinator | Doctors | BBC Studios | Production  
Manager: Andy Richardson | Line Producer: Sam Hill** *Aug 2017 - March  
2018*

**Production Runner | The Boy With The Topknot | Kudos | Line  
Producer: Danny Gulliver | Producer: Nisha Parti** *March - May 2017*

## PROFILE

**Phone** 07983713615  
**Email** scarlettkeff@gmail.com  
**Base** Birmingham / Willing to relocate.

## ACCOLADES

- Edinburgh TV Festival New Voice Awards New Comedy Script Award Nominee 2022 (for *Hereafter*)
- 4STORIES finalist 2022
- Funny Women Longlist 2022
- Sky Comedy Rep Scheme - finalist 2022
- RTS Midlands Short Film Category Nominee 2022
- BBC Writers' Academy Top 50 2020 & Longlist 2022
- RTS Midlands Breakthrough (Offscreen) Award Nominee 2020

## EDUCATION & TRAINING

### Screenskills/ Bridge06

- Access Coordinator training course - first cohort 2022

### BBC Academy

- Safe Management of Productions
- First Aid in Office & Studio

### Albert

- Carbon Literacy

### ScreenSkills

- Leadership & Management Course

### Arvon (Bursary Award 2022)

- TV Scriptwriting Lab

### John York Story Online

- Story for Screenwriting: Advanced Structure

### NFTS Short Course

- Comedy Sitcom Writing for Radio & TV

### Birmingham City University

- English Literature (BA Hons) 2:1

## KEY COMPETENCIES

- Strong writing skills
- Final Draft & Celtx
- Full clean driving licence
- SA budgeting & casting
- BBC ITC Co-ordinator
- Bookkeeping and petty cash handling
- Xero & Quickbooks accounting software
- Confident public & presentation speaker

## RELATED EXPERIENCE

**Freelance Production Management** Feb 2019 -  
**for Short Film & Commercials** October 2021  
**Self Employed Copywriter & Social Media Manager** Sept 2016 - Jan 2017

## REFERENCES

AVAILABLE UPON REQUEST