

HARRIET WADSWORTH

PRODUCTION SECRETARY



07889 404 617



harrietwadsworth3@gmail.com



North West UK/ London (willing to travel)



Contact for availability



Full UK Driving Licence

KEY SKILLS

- Experienced Production Runner on high end television dramas
- Production paperwork; experience with scripts including amendments and distribution. Also sides, call sheets, purchase orders, watermarking
- Drafting, issuing and executing crew contracts
- Experience securing product placement, clearances and clearance agreements
- Booking travel and accommodation for cast and crew - domestic and international
- Petty cash/ float handling
- Spoken and written communication; telephone, email, strong interpersonal skills
- IT literate- Mac/ PC/ Excel/ Word/Bronson/Set Keeper

PROFESSIONAL EXPERIENCE

PRODUCTION SECRETARY

"Deep State 2" | Endor Productions/FOX

DEC 2018 - JAN 2019

Production Manager: Sam White
Assistant Production Co-ordinator: Emma Parsons

PRODUCTION RUNNER

'Gold Digger" | Mainstreet Pictures/BBC

JUNE 2018 - DEC 2018

Line Producer: Adam Knopf
Production Co-ordinator: Madeleine Nurrish

PRODUCTION RUNNER

'Unforgotten S.3' | Mainstreet Pictures/ITV

DECEMBER 2017-
JUNE 2018

Line Producer: Ani Kevork
Production Co-ordinator: Elena Rubio-Hall

RUSHES RUNNER

'A Very English Scandal' | Blueprint Pictures/BBC

SEPTEMBER 2017-
DECEMBER 2017

Line Producer: Gina Marsh
Production Manager: Sophie Macclancy

FLOOR RUNNER (DAILIES)

'Age Before Beauty' | Mainstreet Pictures/BBC

AUGUST 2017

Line Producer: Ani Kevork
Production Co-ordinator: Rachel Jones

EDUCATION

CARDIFF UNIVERSITY | 2013-2016

BA Hons, English Literature, 2:1