SCARLET LINDSEY

Junior Production Manager

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North West // Remote Working

I'm a highly motivated and personable manager with hands-on capability in broadcast TV. I have experience in a variety of genres including factual entertainment documentaries, pre-recorded and live studio shows. I'm experienced in managing budgets and am proficient on PMI. I'm passionate about creating a great working atmosphere where staff can thrive and feel comfortable to be themselves whilst striving to meet their full potential. I have a can-do attitude, am a team player and have an ability to think on my feet.

Junior Production Manager — Crackit Productions North — Channel 5 — Jan 2021 – April 2021

Hoarders S:2 (3 x 60 mins)

A 9-part documentary series exploring the extreme compulsion of hoarding.

- Managing the entirety of the last 3 episodes of the programme from pre, through to post production and delivery
- Managing the programme budget using PMI
- Working within a strict delivery timeframe with confirmed TX dates
- Staff, Limited company, freelancer and talent contracts
- Handling vulnerable contributors sensitively and compassionately
- Negotiating rates and booking staff, freelancers and experts
- Ensuring psychological and background checks are carried out on contributors prior to filming
- Maintaining the welfare of all contributors and crew throughout the filming process

Senior Production Coordinator — Crackit Productions North, UK — Channel 5 — July 2020 – Dec 2020

Casualty 24/7 S:4 (10 x 60 mins)

The nation's treasured emergency team from Yorkshire's favourite casualty department are back. Filmed during the COVID-19 pandemic – strict health and safety protocols were followed, and our crew remained safe and COVID-free throughout our 15-week filming schedule.

- Proficiency on PMI and cost managers
- Managing schedule 31 and 32 of the overall budget
- Sourcing kit, accommodation, crew and travel
- Working closely with the edit for smooth running and timely delivery
- All aspects of Channel 5 post-production paperwork (PCIS, Q-Vimn & Silvermouse)
- Compiling blur lists for a highly sensitive show
- Overseeing online editing workflow

Production Coordinator — Crackit Productions North, UK — Channel 5 — February 2019 – Present

Casualty 24/7 Series 2 & 3 (30 x 60 mins)

Production Coordinator — Daisybeck Studios, Leeds UK — Channel 4 — January 2019 – February 2019

Development

Supporting the development team in creating two funded tasters for Channel 4

Production Coordinator — Daisybeck Studios, Leeds UK — Channel 5 — August 2018 – January 2019

Help the Animals at Christmas (1 x 180 mins)

The UK's first ever live studio charity telethon in aid of animal charities. A 3-hour live event broadcast from MediaCityUK in Salford on Friday 21st December 2018, raising awareness and funds for 5 of the UK's biggest animal charities: RSPCA, Scottish SPCA, Blue Cross, The Donkey Sanctuary & Wildlife Aid Foundation. I was the sole production coordinator on this project.

Production Coordinator — Daisybeck Studios, Leeds UK — Channel 5 — June 2018 – August 2018

Big Week at the Zoo (5 x 60 mins)

Following on from the success of *Springtime on the Farm*, a new commission for Channel 5 about the hard work and dedication from Britain's top Zoos, highlighting the conservation and educational work they do for wildlife in the UK and across the globe. Multiple VT set up's and 1-week studio shot 'as live', with 30+ contributors and talent.

Production Coordinator Daisybeck Studios, Leeds UK Channel 5 July 2018

It Wouldn't Be Christmas Without…

A 2 part talking head series with 12 interviews which took place over 3 days in London. Talent such as Aled Jones, Vanessa Feltz and Pete Waterman talking affectionately about the things Christmas wouldn't be without!

Production Coordinator Daisybeck Studios, Leeds UK Channel 5 April 2018 – July 2018

Britain's Favourite…

A 6 part talking head series covering Britain's Favourite Chocolate, Crisps, Takeaway, Cereal, Cleaning Product and Sweets. Talking heads documentary shot from a studio based in Pudsey, Yorkshire with 20+ contributors and talent.

Production Coordinator Daisybeck Studios, Leeds UK Channel 5 March 2018 – April 2018

Springtime on the Farm

The programme was shot 'as live' over 5 days on a farm in Barnsley, Yorkshire with pre-recorded VT's. Multiple shoots in various locations with 20+ talent and contributors.

In-house Production Coordinator Flying Saucer, Wellington NZ Online August 2017 – March 2018

Flying Saucer worked with large companies in NZ to create online content for large campaigns. Companies included The Ministry of Information and Business, Department of Conservation, Fire and Emergency NZ and Discover Wellington.

Key Skills

- Experience on location, in studio and the office
- Cost management and budgeting (proficient on PMI)
- Creating detailed large-scale call sheets
- Rate negotiating (freelancers/experts/contributors)
- Silvermouse post-paperwork
- Channel specific postproduction paperwork
- Full UK driver's license held since 2008
- Worked from home successfully since March 2020

Education

MA in Wildlife Documentary Production | University of Salford | 2015
BA in Acting for TV, Radio & Film | University of Salford | 2014

References available on request

I give my permission for my CV to be kept on file and distrusted throughout your company for employment purposes