

Kym Jowett

Production Secretary/PMA

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Statement

I am a highly organised and dedicated team member who will put my all into any task. I am efficient in Microsoft Word and Excel to a high level and I can use various systems to raise contracts, PO's, pay expenses and book all travel. I am looking for work as a Production Secretary/ PMA while gaining greater experience and responsibility to allow me to progress to Junior Coordinator and then Production Coordinator.

Experience

BBC Radio Sport and 5live (Jan 2019 – April 2019 & June 2019 – Sep 2019) – PMA

PM – Rachel Parker

Part of the logistics team for Rugby Six Nations, Cricket, Football, Tennis and Rugby World Cup.

- Arranging travel (flights, trains, Taxi's) and accommodation for all crew and talent for domestic and international games.
- Liaising with agents and talent to arrange travel and Payment of fees and expenses for multiple games.
- Applying and organizing accreditation across various games for all crew attending the matches. This is done by an online system or going to the club directly and stating what we need. As well as keeping good relationships with the club so we can arrange quick accreditation and early access.
- Booking the ISDN lines at each stadium and checking they are functional. Reporting any that do not work and getting them repaired ASAP before a broadcast.
- Compiling call sheets for both home and international trips. Complete with all travel and hotel information and all necessary maps and contacts numbers needed.
- Working with the Production Coordinators to maintain the day to day budget and spending across each department. Tracking all purchases within a spread sheet and offsetting it to the planned budget.

Watchdog Live Series 41 (April 2018 – June 2019) – PMA

PM – Nicola Casey

Part of the logistics team for both VT and Live Studio filming.

- Researching and sourcing archive quickly for VT's while they are in the fact turn around edits. Sourcing/making different props for VT filmings. Researching
- Booking filming kits and card and compiling call sheets for multiple shoots at a time. Booking Travel and accommodation for crew sometimes with only hours' notice.
- Managing release forms and confidential documents from contributors.
- Working in studio on live days to help the team with anything that is needed and sourcing last minute costumes and props for the live that night. Creating and publishing reports live on the BBC Watchdog website via ISite.
- Keeping updated Albert information as well as completing Silvermouse forms for each TX

BBC Children's Presentation (August 2018 – Jan 2019) – PMA

PM – Lucy Wilson

Working within presentation on various productions but mostly across Live Saturday morning show 'Saturday Mash Up'.

- Organising the travel and accommodation for studio guest each week.
- Raising contracts for studio crew as well as payments for crew and contributors and Buying/Sourcing items for studio and office.
- Looking after children and family members during the studio record who are taking part in the 'musical toilets' section. Making sure they are briefed on the morning's events, as well as being with them on set during their live segment. Being with them all the time until they leave the studio.
- Setting up shoots for the 'Detention Seekers' VT. Booking kit, camera cards, arranging filming space and creating the call sheet for the crew, and assisting with the edit schedule.
- Completing compliance forms for multiple shows each week and sending to production to authorise.

BBC Events – The Centenary of the Royal Air Force (June – July 2018) – PMA

PM – Alicia Thomas

Live coverage of the RAF 100 Event at Buckingham Palace and Westminster Abbey.

- Arranging and managing the travel and accommodation for both Crew and Contributors. As well as vehicle information and sending permits sent by Royal Park. Raising POs for contractors and contributor payments and Buying/Sourcing items for location and set design.

- Helping organise the VT edit and troubleshooting any issues that arose during the lead up to the delivery of the VTs for location.
- Being across the distribution of accreditation passes and wristbands to crew across the rig, event and derig. Managing the arrival of a large number of camera crew for an early morning rehearsal at Buckingham Palace and ensuring all gain access in time.
- Looking after guests and their families in a sectioned off location after their interviews & managing a large team of location runners on site.

**BBC Events – The Royal Wedding: Prince Harry and Meghan Markle (April – May 2018 – 8 Weeks) – PMA
PM – Caroline Lloyd**

Live coverage of the Royal Wedding plus preview and highlight shows.

- Accreditation for nearly 600 crew due on site during rig, event and de-rig. Liaising with multiple contractors, suppliers and talent agents to gain the necessary information. Keeping in regular contact with the Royal Household and DCMS, keeping to strict and tight deadlines to make sure everything runs smoothly and efficiently.
- Responsible for distribution of accreditation passes and wristbands to allow access to site and relevant zones. Trouble shooting any accreditation issues on site promptly and effectively and working with my production manager to account for all crew on site at all times.
- Buying/sourcing items needed for location, organising the move to location and set up production office on site.
- Managing a large team of runners on site.

**The Wedge – Post-Production for Factual, Entertainment, Events & Comedy – (Jan 2016 – July 2018) – PMA/Acting Post PC
Line Manager – Christopher Nundy & Julie Wilkinson**

In-house Post Production Facility for Entertainment, Events, Music TV and Comedy.

- Responsible for all the booking and scheduling across 8 Offline Suites, 1 Online and 1 Dub suite with VO Booth.
- Manage the Transfer Bay department; this includes managing the Technical Runner and having regular manger updates with them for progression. Be across all outgoing and incoming material and stock. Order and track stock numbers. And be in charge of prices of equipment hires and what we charge production. Order new equipment when needed.
- Work very closely with productions editing with us and keeping in regular contact with PMs and PCs across multiple different projects and genres, to keep everything running as smooth as possible and help to deliver high quality programmes. Arranging Pre-post meeting with productions to better understand their post needs be it editing dates, media requirements,
- Manage Billings for all productions over in house edits and Transfer Bay jobs, Create invoices and distribute to productions and accountants. Oversea the maintenance and upkeep of all suites and work with the engineering team to help keep all equipment running to a high standard
- Be the first point of call for production members when ingesting media, assigning it to a DT to complete, keeping track of all jobs to make sure everything is done on time while keeping constant track of Xsan levels

**The Truth Behind Child Sex Abuse – TV Current Affairs (7th – 24th September 2015) – PMA
PM - Marian Lacey**

BBC 2 Documentary exploring the topic of child sex abuse.

- Researching and securing locations and ensuring all permits were in place. Booking taxis and flights for crew and contributors
- Producing call sheets and organizing the required filming equipment/stock for shoots.
- Assisting on shoots with kit set up, filming and pack down at the end of the day.

Runner		
BBC CURRENT AFFAIRS	DEPARTMENT RUNNER	May – December 2015
BBC CURRENT AFFAIRS	IS THIS RAPE? SEX ON TRAIL	July – Aug - 2015
REMEDY PRODUCTIONS LTD	CELEBRITY FIFTEEN TO ONE	June 2015
FREMENTLE MEDIA	XFACTOR A&R AUDITIONS	May 2015
LEMONADE MONEY	WOLF ALICE VEVO MUSIC VIDEO	April 2015
BBC CHILDREN'S	CBBC & CBEEBIES (CASTING) – various productions	Oct 2014 – April 2015
CHIEF PRODUCTIONS	SAFEFOODS IRISH GOVERNMENT ADVERT	March 2014
CHIEF PRODUCTIONS	RUSTLERS BURGERS WEB VIDEOS	Jan 2014
BEARKATT PRODUCTIONS for Channel 4	CAPTIVE: THE SEX SLAVE GIRL	Oct – Jan 2013

Education

Degree	University of Greenwich	Film and Television Production BSc Hons 2 – 1
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References Available on Request