

# LYNDA McNAUGHTON

## Production Co-ordinator/Post Production Co-ordinator/Chaperone

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An experienced Production/Post Production Co-ordinator who has worked on a wide and diverse range of award winning studio and location based programmes. Experienced in all aspects of secretarial and administrative support with a thorough knowledge of the television industry, I am enthusiastic, self-motivated and dedicated with a positive and flexible attitude and the ability to work in a calm and competent manner.

### KEY SKILLS

- Organisational, planning and time management skills – able to co-ordinate, prioritise and schedule many tasks simultaneously to meet deadlines, maintaining a high degree of accuracy and attention to detail
- Proactive and able to make decisions when required using proven initiative and judgement
- Able to adapt and work effectively with a variety of situations, groups or individuals
- Good interpersonal and communication skills - able to build and maintain effective working relationships with people at all levels
- Business & Finance - able to manage and monitor specific resource plans and budgets
- Able to work independently or as part of a team
- Excellent secretarial/administrative and IT Skills - Microsoft Office; Word Excel, Outlook

### EMPLOYMENT HISTORY

#### APRIL 2008 - PRESENT

- **Various Freelance**
- **Production Co-ordinator** Rip off Britain BBC
- **Contracts Assistant** The Awakening Origin Pictures
- **TV/Theatre Chaperone** Opera North/Cameron Mackintosh/  
CBBC/CBeebies/BBC/Company  
Pictures/Foundation TV/ATG/Rare Day
- **Administration Assistant** Safeguarding Children Unit Stockport Council

#### FEBRUARY 1990 - MARCH 2008 GRANADA TELEVISION (made redundant)

- **Post Production Co-ordinator/Post Production Co-ordinator**

Pocoyo (Animation) (BAFTA winner)	Granada Kids/Zinkia
24Seven	Granada Kids
Big Meg Little Meg	Granada Kids
The Illustrated Mum	Granada Kids
Scary Sleepover (Game Show)	Granada Kids/Wised Up
Supernormal (Animation)	Granada Kids/World Leaders
Worst Witch/Girls in Love /Sooty/Best Friends	Granada Kids
Children's Ward	Granada Kids
Mrs Merton	ITV Granada
- **Production Secretary**

Waffle (Game Show)	ITV Granada
Macbeth	ITV Granada
True Crimes	ITV Granada
In Suspicious Circumstances	ITV Granada
Springhill	ITV Granada

## **JOB OVERVIEW AND RESPONSIBILITIES:**

- To professionally co-ordinate the programme production using skills, knowledge and experience
- Co-ordinate the day to day running of the Production Office, acting as a focal point for the team
- Contribute to the scheduling and budgeting of the production
- Support the Production Manager in identifying and sourcing appropriate resource and location requirements
- Organise all aspects of the shoot including booking and arranging travel and accommodation for cast and crew, booking and contracting crew, facilities vehicles, camera and lighting equipment
- Ensure compliance with relevant Broadcaster policies, guidelines, legislative and regulatory requirements and that all rights are acquired and recorded for complete delivery of the production
- Provide secretarial and administrative support to the entire production team
- Manage artistes expenses and subsistence allowances
- Diary management for Senior Production personnel
- Support the Head of Production by being the Department's point of contact for all Post Production
- Oversee the entire Post Production process to meet Network delivery deadlines
- Ensure all deliverables are available in a timely manner to fulfil the commission and that post- production paperwork is complete, accurate, distributed and delivered on time
- Co-ordinate delivery of co-produced programmes
- Co-ordinate International delivery

## **EDUCATION AND TRAINING QUALIFICATIONS**

- New Mills Grammar School, Derbyshire  
7 'O'Levels: English Language, English Literature, French, Spanish, German, General Science, \Maths French and Spanish studied to 'A' Level
- Derby College of Art and Technology - (1 yr Intensive Secretarial Course)  
RSA Typing Stage II & III; Audio Typing Stage II; 100 wpm Shorthand; General Principles of English Law; Secretarial Duties Stage II

2008 - ITV Health and Safety General Production Course

2008 - Excel Level 1/Powerpoint Level 1

## **ADDITIONAL INFORMATION**

- Approved Matron for Children in Entertainment – Enhanced DRB
- Safeguarding Children Certificate

## **REFERENCES:**

Jon Doyle  
Creative Director  
Laughing Gravy Media

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