

EMMA BLAUCIAK

PRODUCTION / SCRIPT SECRETARY

INTRODUCTION

Thriving on using my research, organisation and creative abilities in conjunction, I am adaptable, diligent and familiar with editorial and production processes from prep to post.

- Confident using Microsoft Office, Final Draft, Scenechronize,
- Research, proof-reading, script reading, memos and revision processes
- Diary management, travel and accommodation
- Production paperwork. Familiar with PACT/BECTU agreements and clearances
- Full clean driving license, RAW and Fire Warden training

TV EXPERIENCE

Heyday Television / NBC Universal <i>The Capture</i> , 6 x 60' drama for BBC One	Production/ Script Secretary September 2018 – Present Proof reading script amendments; compilation and distribution of revisions and sides. Coordination of read-through and rehearsals; Music Clearances using BBC Auto clear, PTK and PRS Music. Involved with logistics of a main unit, 2 nd unit and pre-shoot in Spain.
Flack, Hat Trick Productions 6 x 30' comedy drama for UKTV	Junior Production Secretary /Production Assistant February 2018 – June 2018 Conducted contextual research for Writer, Producer and Director. Assistant during castings (camera operator) and read-through. Script amendments using Final Draft; processing production paperwork including SOH forms and artist contracts; accommodation and travel for crew; rushes runner; stand-in floor runner.
Hat Trick Productions Scripted; Comedy, Drama, Musical	In-house Office Runner / Floor Runner/ Junior Researcher August 2017 – July 2018 <i>The History of a Pleasure Seeker; God on Trial; Warren; Two Stoned Chefs</i> (pilot); <i>Watch Me Now</i> (pilot). Read-throughs, sourcing props and costume. Produced final version of <i>God on Trial</i> for distribution by collating the original and transmission script for the Drama Development Team.
Entertainment	<i>Little Prankers</i> , BBC3; <i>Football Genius</i> (Pilot); <i>The Time it Takes</i> (Pilot); <i>Room 101; Dinner Date</i> . Run-through to the BBC; sourcing props; managing float, contributing to programme content (writing questions and developing task scenarios). Location and costume sourcing. In studio and on location.
Emporium Productions <i>Murder Files</i> Documentary	Archive researcher sourcing material and copyright.
True North Productions	Office/Production Runner, Work Experience February-March 2017 Logging rushes using Forscene; assisting researchers to source locations. Floor runner on location; securing contributor and location release forms; handling float.

OTHER EXPERIENCE

Manchester International Festival (MIF)	Guest Liaison Assistant April – July 2017 Responsible for MIF17 Arts Weekend invitations and itineraries (National and International). Invited to return after fulfilling a similar role in 2015.
Take Back Theatre	Assistant to Director , Ian Townsend May 2017 <i>Take Back: Our Bodies</i> with Julie Hesmondhalgh. Runner during rehearsals; 1:1 script read-throughs with actors.
Spring Reign Theatre Production	Production Assistant March-June 2017 Responsible for increasing engagement in regional theatres; arranged features for the Writer and Director on BBC Radio Nottingham and the Oxford Mail.
PANDA Arts	Creative Breaks Career Development Programme 2015-2016 Coordinated small production team to produce a short film; achieved a Gold Arts Award Qualification for project leadership. Film received a Manchester Community Histories Award and was screened at HOME as part of <i>Filmed Up: North West Filmmakers Night</i> .

The Green Lion, Vietnam	English Teaching Assistant Volunteered at a local community college in Ho Chi Minh City.	2016
Sheppard Robson Architects	PA/Reception, Document Control, Marketing Coordinated post, travel, catering and events for 70+ members of staff. Undertook PA responsibilities for Partners; produced project bid documents on InDesign.	2015-2016
24/7 Theatre Festival	Production Assistant 'War Stories' Managed props, costumes and staging. Runner during rehearsals and public performances.	2014
Manchester Art Gallery	Artist and Gallery Assistant	2013/2014
The Royal Exchange Theatre	Admin Assistant and Runner Children's casting researcher for production in the main theatre. Responsible for release forms, scheduling and managing talent during auditions.	2013
Hercules Productions	Arts Administrator and Researcher Internship Submitted actors represented by Hercules to castings; composed £50,000 initial draft funding application for submission to the Heritage Lottery Fund.	2013

EDUCATION

University of Warwick BA (Hons) English Literature (First)	2012 - 2015
Manchester School of Art BTEC Diploma in Art and Design (Distinction)	2011 - 2012
A-Levels and GCSEs A-A*	2004 - 2011

PUBLICATIONS

Film Analysis: *Film Matters*. (USA) Issue 7.1. 2016
 Literary Analysis: *The Stanford University Undergraduate Journal*. (USA). 2016

PROJECTS / COURSES / VOLUNTEERING

- NFTS Drama Production Management 1 week intensive training course (place confirmed, summer 2019)
- John Yorke Story: Story for Script Development 8 week intensive course, 2019
- Production Lab: comprehensive best guide for pre-production and production with Imogen Gay and Matt Gallagher, 2019
- Creative Skillsset and CallTime Company Trainee, 2017-2018
- Researcher Survival Guide One Day Training Course, Indie Training Fund, 2017
- Shoot & Direct: Canon C300 Two Day Training Course, DV Talent, 2017
- Creative Skillsset Production Masterclass with Emma Mallett, 2017
- Scriptwriting for TV Drama RTS Talk, 2017
- BAFTA Sustainable Productions & Carbon Literacy (condensed) Training Course with Aaron Matthews, 2017
- Post-Production; Understanding the Digital Landscape - Indie Training Fund Lunch and Learn, 2017
- Creative Skillset Training for 2017 Trainees. Including speakers: Matt Gallagher, Jude Winstanley and Tamana Bleasdale.
- Member of the ITV Insight Programme, 2017
- RTS Yorkshire: Story, Writing and Scheduling Workshop, 2017
- Film London New Entrants Two Day Training Course, 2017. Talks including Jane Frazer (Line Producer, *The Grand Budapest Hotel*) and Rhodri Thomas (Producer, *The Night Manager*)