

EMILY MANNING

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Age: 25+

Full and clean driving licence

SUMMARY

Driven and hardworking individual. I am highly experienced in aspects of production management and working on fast paced productions. I have a keen eye for the finer details and enjoy working under pressure. I can effectively manage my own time and schedule by prioritising tasks.

KEY SKILLS

- PMI and Silvermouse Software
- Booking travel and accommodation
- Processing DBS paperwork
- Making and sending call sheets

QUALIFICATIONS

BA Scriptwriting (2:1) from The University of South Wales

Production Coordinator (Manchester based)

WORK EXPERIENCE

FOUR IN A BED S16 – Studio Lambert – Production Coordinator

Jan 2022 – Present – LP: Eleanor Rowe

- Liaising between crew and contributors to book in Master Interview Shoots.
- Organising travel and accommodation logistics for two week shoot blocks.
- Troubleshooting any issues that arise and quickly resolving.

AMBULANCE: S9 & 10 – Dragonfly Film & TV – Production Coordinator

Oct 2021 – Dec 2021 – PM Sarah Whyler

- Managing the accommodation log and liaising with accommodation contacts.
- Working on travel logistics to complete and send out call sheets.

AMBULANCE: S7 & 8 – Dragonfly Film & TV – Production Coordinator

Oct 2020 – Oct 2021 – LP: James Mudie

- Overseeing the day to day finance for the production including requesting new floats and per diems as well as processing invoices.
- Completing Silvermouse Paperwork.

PATRICK KIELTY: ONE HUNDRED YEARS OF UNION – Dragonfly Film & TV – Production Secretary

Jul 2021 – PM: Emma McCormack

- Making and sending the call sheet for the week long shoot.
- Booking travel for contributors as well as researching lunch/dinner locations.

NAKED ATTRACTION: S7-10 – Studio Lambert – Production Secretary

Jul 2020 – Oct 2020 – LP: Eleanor Rowe

- Contacting contributors to book in psych evaluations and managing availability of psychiatrists.
- Reconciling floats at the end of shoot.

NAKED ATTRACTION: S7 – Studio Lambert – Trainee Production Coordinator

Feb 2020 – Mar 2020 – LP: Eleanor Rowe

ITF ScreenSkills Production Co-ordinator Training Programme with BBC Academy - January 2020

Home: S2 – Channel X Ltd – Production Runner

Sept 2019 – Nov 2019 – LP: Gary Matsell

Andy & the Band: S1 – Three Arrows Drama – Production Runner

Jun 2019 – Aug 2019 – LP: Paul Munn

Ambulance: S5 – Dragonfly Film & TV – Production Runner

Dec 2018 – Jun 2019 – LP: Debbie Vile

This CV may be kept on file and distributed for employment purposes.