

REBECCA BROPHY - PRODUCTION COORDINATOR (MANCHESTER)

07944 517 930 / rebeccadbrophy@gmail.com

Experienced Production Coordinator currently at Tiger Aspect Productions working on new BBC Two comedy drama 'The Other One'. I work with production management teams and third parties to organise filming from start-up to final delivery; creating production schedules, forecasting and monitoring budgets; ensuring the necessary rights are acquired and reported for the completion of a programme. Previous work includes a variety of productions across television, radio and online media with experience in scripted, large location OBs, live/studio programmes as well as UK-wide PSC shoots.

KEY SKILLS

Producing Callsheets / Technical Requirements

Booking Talent, Crew & Kit

Booking Complex UK-wide Travel /Accommodation

Proofreading & Distributing Scripts / Schedules

Clearing Music / Archive / Stills / Literary Works / Props

Post-Production Paperwork / P4A / Silvermouse / Albert

Tapeless Post-Production Workflow

Production Finance / Budgeting / POs / eCat / PMI

Working with Children / DBS Checks / Safeguarding

Archive / Stills Research

CURRENT EMPLOYMENT

Production Coordinator – Tiger Aspect Productions

July '19 – Present

The Other One, Series 1 (BBC Two)

PREVIOUS EMPLOYMENT

Production Coordinator – Studio Lambert

February '19 – July '19

Naked Attraction, Series 5 (Channel 4)

Working on the most recent series of Naked Attraction my main responsibility was to coordinate five VT Teams simultaneously in order to capture the backstory, locker room and date segments of the show. This included sourcing locations and securing filming permissions, booking kit and stock, booking hire cars, travel and accommodation for the film teams and contributors, booking background extras and processing their fees, producing and distributing call sheets, clearing music and stills and ingesting footage for edits, as well as processing per diems, reconciling credit card / petty cash spends and raising purchase orders for them on PMI. I also assisted the casting teams by organising auditions, processing contestant applications on E-Tribez, ensuring contestants were DBS checked as well as working in the studio dealing with any ad-hoc schedule changes and requests alongside supervising a large team of runners to ensure everything was in place for filming each day.

Production Coordinator – BBC Factual Salford

September '18 – February '19

Coordinating the BBC's seasonal live worship programming, I worked on the following projects simultaneously: Midnight Mass Live from Buckfast Abbey, Christmas Day Live from Oldham Parish Church, Carols from King's, Easter from King's, On Christmas Night and The Archbishop of Canterbury's New Year Message. 2 x live OBs, 2 x as-live OBs and 2 x 5 min films for BBC One and Two. As part of a small but busy team, working to hit tight dead-lines on multiple projects, I was responsible for liaising with locations and technical suppliers to coordinate 4 large filming events with a minimum of 300+ audience attendees, as well as two location PSC shoots featuring high profile guests. This included, but was not limited to, organising site visits and planning meetings, booking talent / musicians / technical suppliers / crew / kit and raising relevant contracts, planning and creating filming schedules / technical requirements, booking complex travel and accommodation, archive research, music and literary clearance, working on location as well as overseeing the edit and delivery whilst completing post-production paperwork.

REBECCA BROPHY - PRODUCTION COORDINATOR (MANCHESTER)

07944 517 930 / rebeccadbrophy@gmail.com

Production Coordinator – BBC Religion & Ethics, BBC Childrens, Nine Lives Media and Avanti Media

January '17 – September '18

- Negotiating rates, booking talent, crew and locations and raising relevant contracts
- Hiring filming equipment and media stock / storage
- Organising presenter and production team travel and accommodation
- Acquiring filming permissions, licences and contributor / content release forms prior to filming
- Creating and distributing filming schedules
- Organising the import of media and ensuring all footage and audio is available for edits
- Ensuring archive, music, literary and stills copyright is cleared and reported for complete delivery of a programme / event
- Budget management
- Completion of post-production paperwork including music reporting
- OB, studio and location experience

Credits: *YolanDa's Band Jam, Songs of Praise, The Big Sing, Young Choir of the Year and Gospel Choir of the Year*

Production Management Assistant – BBC Religion & Ethics

April '16 – January '17

- Updating the content of the Songs of Praise website and social media accounts
- Managing the ticketing for events
- Creating promotional material
- Creating and proofreading hymnbooks including clearing music copyright
- Archive research
- Assisting with sound and lighting on location and assisting floor managers at OBs
- Dealing with enquiries and complaints from contributors and audience members
- Monitoring and communicating viewing figures and audience feedback to the production team
- Contributing to development idea sessions
- Training new Production Management Assistants and work experience

Credits: *Songs of Praise, The Big Sing, School Choir of the Year and Gospel Choir of the Year*

Production Management Assistant & PA – BBC Childrens (Interactive)

November '15 – April '16

- Booking recording studios and sound managers for voiceover sessions
- Raising purchase orders and other detailed payments/contracts
- Diary management for senior editorial staff, including booking meeting rooms and facilities
- Preparing and distributing business documents such as meeting agendas and minutes
- Managing the digital/website team's technical assets / equipment
- Authorising and recording staff annual leave, sickness and training days

Production Management Assistant – BBC Childrens (Development)

January '15 – November '15

- Assisting with location reces and casting sessions
- Sourcing costumes and props
- Procuring products and services for events and filming
- Sourcing and booking chaperones for events and filming
- Applying for Child Performance Licenses
- Location runner including logging duties

Credits: *Mr. Bloom: Here, There and Everywhere, The Tale of Mr. Tumble, CBeebies Christmas Show: Alice In Wonderland, various CBeebies Radio*

REBECCA BROPHY - PRODUCTION COORDINATOR (MANCHESTER)

07944 517 930 / rebeccadbrophy@gmail.com

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

OTHER EMPLOYMENT

Safeguarding Office Administrator - Roman Catholic Diocese of Salford

Sep '13 – Jan '15

Events & Promotions Assistant - Roman Catholic Diocese of Salford

Jul '12 – Jul '13

Finance & Administration Assistant - Roman Catholic Diocese of Salford

Sep '10 – Jul '12

EDUCATION

Level 3 NVQ Diploma in Business Administration - Manchester College

Jan '16

Dip. HE. Journalism & Broadcasting - University of Salford

Jun '10

REFERENCES AVAILABLE ON REQUEST