

JAY DUNN PRODUCTION SECRETARY

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(FORMER: ASSISTANT PRODUCER)

- STATEMENT:** Having enjoyed the production elements of my previous Assistant Producer roles, I am now focused on developing my skills and experience in Production Management to expand my career path.
- PRODUCTION BASED SKILLS:** **OFFICE:** Creating Call Sheets / Creating schedules for; Shooting Day, Production Pun, Post Production, Delivery Schedule / Float reconciliation / Petty Cash / Coordinating edit shoots / Budget forecasting and monitoring / Travel (domestic & international) / Sourcing: Kit (lists & booking), Locations, Activities, Props, Accommodation / Contributor Welfare.
LEGAL DOCUMENTS: Release forms: Contributor, Location, Material / Risk Assessments / Health & Safety / Medical Declarations / Visa's / Passports / Carne Prep / Filming Permits (domestic & international) / Protocol and Logs / Compliance / Silvermouse.
- EDITORIAL BASED SKILLS:** Scripts; sync, shooting, edit / Storylines and series arcs / Sourcing high levels of contributors / Shooting for broadcast C100, C300, PMW 200, PMW 300, XF305) / Producing Contributors / Directing a multi camera crew / Development of original programming.
- ACCREDITED SKILLS:** BBC Safeguarding Trust: Factual TV (v2) / Factual Drama (v1) / 'Trust' dilemmas in TV (v1)
BA Film and Media Studies

PRODUCTION ROLES:

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MADE IN CHELSEA: 100th EPISODE SPECIAL
Monkey Kingdom (NBC Universal) - E4

MAY 2015

- PRODUCTION:** Assisting production team in creating the 100th episode / Coordinating travel and chaperoning contributors on location.

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MADE IN CHELSEA (SERIES 9)
Monkey Kingdom (NBC Universal) - E4

JAN - MAY 2015

- PRODUCTION:** Scheduling for multiple crews for a returning 12 x 60 structured reality show / Providing multiple schedules to account for any unpredictability on location / Continual schedule adjustments on a daily basis to compensate for; delays, location changes and story arcs / Ensuring that shoot chronology was observed for each episode / Liaising with contributors concerning filming requirements; attire, location, travel / Monitoring costs for each shoot - Ensuring that editorial requirements were completed within budget / Coordinating with agents, media and corporate PR departments and commissioner press department concerning scheduling of contributors for additional work.

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THE REAL HOUSEWIVES OF CHESHIRE (SERIES 1)
Monkey Kingdom (NBC) - ITV Be

AUG - DEC 2014

- PRODUCTION:** Liaising with contributors; concerning storylines, filming requirements, scheduling / Scheduling multiple crews ensuring that the time allocated would be sufficient to gain all required sync and visuals; actuality, content, cutaways, GV's / Sourcing locations and unique activities within restricted time periods and with financial constraints (for the UK and international shoots) / Coordinating and scheduling any edit requirements; additional shoots, reshoots, pick-ups, GV's / Legal consent documents; filming permission from local authorities, contributor and location release forms, art release forms, supporting artists, health & safety certificates, public liability insurance, confirmation of legal training to perform skilled tasks.

PRODUCTION SECRETARY

THE UNEXPLAINED FILES (SERIES 2)
Raw TV (Discovery Channel) - Discovery Science

MAY - JUL 2014

- PRODUCTION:** Sourcing locations, accommodation, permits, archive footage and experts for UK and international teams / Logging picture lock edits on EDL.
- EDITORIAL:** Researching stories of various unexplained phenomena / Fact checking and adjusting VO scripts / Working with PD's interviewing experts in the UK.

PRODUCTION RUNNER

GOT TO DANCE (SERIES 5)
Princess Productions - Sky One

MAR 2014

- PRODUCTION:** Production runner / Coordinating and chaperoning minors during regional auditions / Liaising with contributors concerning travel and schedules.

PRODUCTION RUNNER

ORIGINAL PROGRAMMING PILOT
Princess Productions

MAR 2014

- PRODUCTION:** Production and location runner / Coordinating contributors / Consent and location release forms.

PRODUCTION RUNNER

GEEKS (SERIES 1)
Shine North - E4

MAY - AUG 2013

- PRODUCTION:** Office runner and production assistant / Responsible for all contributor and location release forms / Cast chaperone for international travel / Reconciling floats / Location runner - Zante, LA, Las Vegas - Assisting crews and producers / Boom operator.
- EDITORIAL:** Casting a group of 'socially awkward' teenagers to experience a holiday of a lifetime to expand their social experiences - through street casting, social media and local specialist events / Shooting recce tapes (XF305 / PD150) and editing on FCP.

EDITORIAL ROLES:

ASSISTANT PRODUCER

JUST TATTOO OF US (SERIES 5)
Gobstopper TV - MTV

MAY - AUG 2019

- PRODUCTION:** Coordinating availability and travel of contributors with the production team / Confirming consent, compliance and health & safety protocols.
- EDITORIAL:** Casting duo's (couples, family, friends, etc...) who give each other a tattoo, which is revealed only after being inked.

ASSISTANT PRODUCER

YOUNG AND PREGNANT UK (SERIES 1)
True North Productions - MTV

AUG - DEC 2018

- PRODUCTION:** Coordinating availability and travel of contributors / Confirming legal consents for filming of minors with needed parties.
- EDITORIAL:** Casting four 'A' character pregnant mums and their families (3-6 additional contributors) for a new MTV Obs Doc series.

DEVELOPMENT ASSISTANT PRODUCER

THERE'S NO PLACE LIKE TYRONE (SERIES 1)
Stellify Media (Sony Pictures) - BBC Northern Ireland

JUN - AUG 2018

- PRODUCTION:** Forward planning all location shoots / Producing shooting schedule / Creating call sheets / Ensuring that each shoot had the correct kit / Sourcing locations and accommodation / Float reconciliation / Legal documents: Location releases, contributor consent, filming permissions, medical declarations.
- EDITORIAL:** Assisting in development, shooting (C100 & C300), story, producing, directing (multi camera crew) for a 3 x 30 original reality series for BBC NI.

ASSISTANT PRODUCER

TEEN MOM UK (SERIES 5)
True North Productions - MTV

MAY - JUN 2018

- PRODUCTION:** Coordinating availability and travel of contributors / Confirming legal consents for filming of minors with needed parties.
- EDITORIAL:** Casting two brand new 'A' character teen mums and their families (3-6 additional contributors) for a returning 8 X 60 MTV Obs Doc series.

STORY PRODUCER (2 CREDITS)	THE REAL HOUSEWIVES OF CHESHIRE (SERIES 6 & 7)	JAN - APR 2018 / AUG - OCT 2018
STORY ASSISTANT PRODUCER (3 CREDITS)	THE REAL HOUSEWIVES OF CHESHIRE (SERIES 3, 4 & 5) Monkey Kingdom (NBC Universal) – ITV Be	JAN - APR 2017 JAN - APR / JUN - SEP 2016
<ul style="list-style-type: none"> PRODUCTION: Coordinating between 10 edits and the post production manager with regards to developing stories, and scheduling any required pick-ups, including; scenes, GV's, reshoots and MIV's / Assisting in the set up for international shoots; sourcing locations for scenes, GV's, activities, and filming permits. EDITORIAL: Main script writer (20 – 30 scenes per ep) for a popular structured 10 x 60 reality series; sourcing storylines and plotting series arcs into detailed shooting and edit scripts / Producing contributors / Directing a multi-camera crew / Viewing cuts for edit decisions and story arcs / Shooting (PMW 200). 		
ASSISTANT PRODUCER	GINO'S WIN YOUR WISH LIST Stellify Media (Sony Pictures) – Channel 5	APR - JUL 2018
<ul style="list-style-type: none"> PRODUCTION: Coordinating logistics for regional casting days; Call sheet, Risk Assessments, Health & Safety, Travel, Accommodation / Ensuring contributor attendance justified costs / Handling legal documents; contributor consent, medical declarations / Providing protocols for production social media profiles. EDITORIAL: Sourcing 7 x families of five covering multiply demographics for a Saturday night prime time game show via street and social media / Training new members of the team in camera operations / Leading regional casting days / Setting up social media profiles for the production and self-shooting content for it. 		
DEVELOPMENT PRODUCER	DEVELOPMENT OF ORIGINAL PROGRAMMING The Box Plus Network - 4Music	SEP - DEC 2017
<ul style="list-style-type: none"> PRODUCTION: Logging and selecting rushes for the Series Producer to assemble in the edit / Forward planning all shoots / Sourcing locations and accommodation for shoots / Creating schedules and call sheets / Providing the PM and Director of programming with a realistic projected series budget which included projections of the staff needed for production and post, kit needed for the production, and post production schedule for the offline, online and dub. EDITORIAL: Hired by the Director of Programming to provide logistical & editorial consultancy concerning reality formats. 		
ASSISTANT PRODUCER	THE SECRET ADMIRER (PILOT) Naked Entertainment – Channel 5	APR - MAY 2017
<ul style="list-style-type: none"> PRODUCTION: Coordinating transport for contributors to location ensuring that they would not meet in order to keep the reveal a surprise. EDITORIAL: Sourcing high levels of contributors (various age groups, sexuality, BAME, regional) for 2 x 60 TX pilots of a brand-new Channel 5 dating show. 		
ASSISTANT PRODUCER	INDIAN SUMMER SCHOOL (SERIES 1) Naked Entertainment – Channel 4	APR 2017
<ul style="list-style-type: none"> PRODUCTION: Coordinating contributors schedules for visits with Execs and Commissioner / Scheduling psych contact with contributors / Assisting with and ensuring contributors had all the necessary travel documents; including VISA's, passport renewals, and (in some cases) their very first passports. EDITORIAL: Sourcing 5 men (UK based aged 16-18) aged 16-18 who dropped out of education and give them a 6-month scholarship at a top Indian boarding school. 		
STORY ASSISTANT PRODUCER	ON BENEFITS... (SERIES 4)	DEC 2016 - JAN 2017
ASSISTANT PRODUCER	ITN Productions – Channel 5	OCT - NOV 2016
<ul style="list-style-type: none"> PRODUCTION: Coordinating PD's with the correct contributors at times when 'must capture' actuality needed to be filmed / Sourcing locations / Feeding through all information to production to update the PD's activity logs / Liaising with local authorities for filming permission / Creating call sheets for street casting / Ensuring the casting team were aware of health & safety concerning street casting, and the legal requirements when filming in casting forms. EDITORIAL (AP): Sourcing high level of contributors for a Channel 5 Obs Doc series about the UK welfare system / Casting training; street, phone, social media. EDITORIAL (STORY): Sourcing stories and advising PD's on story arcs / Self-shooting PD (PMW 300) / Leading office team: 7 x researchers + 1 x AP. 		
ASSISTANT PRODUCER	THE REAL HOUSEWIVES OF CHESHIRE: REUNION (SERIES 4) Monkey Kingdom (NBC Universal) – ITV Be	OCT 2016
<ul style="list-style-type: none"> PRODUCTION: Assisting production team and chaperoning contributors on location. 		
ASSISTANT PRODUCER	WALK OF SHAME SHUTTLE (TX PILOT) Keshet International – E4	MAY - JUN 2016
<ul style="list-style-type: none"> PRODUCTION: Forward planning back story shooting / Liaising with contributors concerning filming requirements; schedule, locations, attire, props, any family or friends that may be required / Sourcing filming locations / Creating call sheet schedules / Handling consent and location release forms / Float reconciliation. EDITORIAL: Sourcing 'A' stories and contributors for a brand new E4 pilot (contributors aged 18-30) who had unique stories of night's out / Conducting and editing Skype interviews / Script writing & forward planning backstory shoots / Assisting PD on location. 		
ASSISTANT PRODUCER	ON BENEFITS... (SERIES 3)	JUN - DEC 2015
RESEARCHER	ITN Productions – Channel 5	MAY - JUN 2015
<ul style="list-style-type: none"> PRODUCTION: Ensuring that all new researchers were trained for production requirements this involved; making them aware of the mechanics of the current welfare system, training in casting (street, social media, etc...) and 'out of the box' ideas that would assist in providing contributors for the production / Sourcing locations that would have a high potential to provide contributors (e.g. low income areas of the country, job centers, community centers) / Getting permission to cast on private ground / Providing health & safety guidelines for all new members of staff & details on legal issues that could bar any potential contributor from taking part in RX / Researching the best street casting locations / Forward planning street casting trips / Creating call sheets / Sourcing accommodation / Float reconciliation. EDITORIAL: Sourcing high levels of contributors for a Channel 5 Obs Doc series about the UK welfare system via; street, social media, welfare help groups casting / Training researchers in casting and the welfare system / Self-shooting PD (PMW300) segments for broadcast. 		
RESEARCHER	JUDGE RINDER (SERIES 1) ITV Studios - ITV	JUL - AUG 2014
<ul style="list-style-type: none"> PRODUCTION: Ensuring contributors awareness and completion of legal and consent documents / Paperwork, receipts and invoices relating to claims. EDITORIAL: Sourcing contributors for a court-based series / Collecting details of story, validity & legitimacy of claim / Producing guests for studio RX. 		
RESEARCHER	FAMILY MATTERS (SERIES 1) ITV Studios – ITV	MAR 2014
<ul style="list-style-type: none"> PRODUCTION: Ensuring that producers were aware of health & safety concerning needs of family the family (specifically the children involved). EDITORIAL: Sourcing contributors for a family-based talk show that helped parents who has issues with raising their children / Providing story biog's for producers. 		
RESEARCHER	THE JEREMY KYLE SHOW (SERIES 11) ITV Studios – ITV	OCT 2013 - APR 2014
<ul style="list-style-type: none"> PRODUCTION: Coordinating with production concerning contributor travel and accommodation arrangements; time of travel, method of transport, companions on journey, child and animal care, ensuring that guests wouldn't meet until stage RX / Arranging aftercare requirements ; further counselling sessions, possible returns to the show / Coordinating contributor consent and medical forms / Updating Silvermouse and archiving episode for company records. EDITORIAL: Sourcing contributors with opposing natures, conflict, or sensitive subject matters through applications & social media / Producing guests in Studio. 		