

MATT STANLEY

PROFILE

Northern based Production Management Assistant with sport, factual entertainment, live studio and location experience.

Recently nominated in the Rising Star category at the Production Management Awards 2022.

EXPERIENCE

PMA | BBC Major Events | Feb 2023 – Present

- Proficient in processing staff/PAYE expenses and raising requisitions and invoices through SAP for freelance talent.
- Versatile in my approach to communication when talent, agents/managers and crew either face to face, via email or telephone.

PMA | BBC Cricket | May 2021 – Feb 2023

- Able to prioritise own schedule especially when working from home with very little oversight from management to successfully complete individual and team goals.
- Organise multiple crew and talent travel movement order's under various Covid-19 protocols
- Proficient in creating call sheets and providing logistics for UK and International filming/recce.
- Comfortable in creating various talent requisitions, crew contracts and PO using various BBC systems.
- The main point of access in logging, uploading and developing BBC cricket 2022 accreditations
- Pride myself on being a supportive and adaptable crew member for both internal and external teams

EDUCATION

JOB TITLE

Production Management Assistant

CAREER GOALS

Educate, Inform and Entertain
Increase professional knowledge & experience
Become a leader



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SKILLS

Clean and full UK driving licence

CPR/AED First aid trained

Vast studio & OB experience

Adept in Microsoft Office and BBC systems including MyBusiness, SAP and Smartsheet

2:1 Film & TV Production | 2013-2016 |
York St John University

Double Distinction Media Production | 2012 |
Bradford College

OTHER CREDITS

PMA | BBC Sport Football |
Feb 2021 – May 2021

Production Secretary | The Yorkshire Vet |
Sept 2020 – Feb 2021

Production Runner | Soccer Aid |
Sept 2019 & Sept 2020

Studio Runner | Judge Rinder |
July 2018 – February 2020

Studio Runner | Dock 10 |
November 2018 – December 2019

Location Runner | The Circle |
October – November 2019

Studio Runner | A Question of Sport |
August 2019 – November 2019

Studio Runner | The Jeremy Kyle Show | May
2018 – February 2019

REFERENCES

Alison Castle – Unit Manager



alison.castle@bbc.co.uk



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Louise Flynn – Production Manager



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