

MICHELLE MORRIS.

Contact details:

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D:O:B : 4/2/73



**Production Secretary/Covid-19 Co-ordinator and
H.E Lecturer in Media and Performance.**

About me: I am currently seeking opportunities as a Production Co-Ordinator/Covid Supervisor for drama productions.

Industry Work

Production Secretary: Netflix/Lime Pictures : *Free Reign* (Prod. Angelo Abela. Dir Paul Norton Walker) May 2016–July 2016

Assisted with the creation of schedules and ensured deadlines were met. Liaised with cast and crew members, booked transport and accommodations. Negotiated with costings for accommodations . Liaised with USA representatives and agents for talent, booked medicals, co-ordinated venue services, organised recces and technical rehearsals. Oversaw administrative tasks, contracts, chaperones, permits, call sheets, script updates.

Key Achievements: Effective management of complex accommodation needs in rural settings. Assisting with the co-ordination of the educational needs of minors from across four different USA states.

Director: *Booze Ambulance* 1x 30 min drama by Steve Sunderland.

Director for film unit of twenty second year undergraduate students making an original 30- minute pilot from production draft to screen.

Exec Producer/Director: *Young Minds Matter* (16 Minute Documentary) Currently shortlisted in the submission to The Guardian University Awards 2020. The documentary focuses on my mental health in the curriculum initiatives in the School of Arts and Media.

Exec Producer/Module Leader for L6 and L5 student films including four original content short films made with external directors during lockdown 2020.

Assistant venue manager: Lomax/L2 Liverpool. All aspects of production for a 400 and 1000 capacity leading music venue. 2000-2001.

Assistant Co-ordinator/Script Development Team Co-ordinator and Script Reader : Red Production Company & Channel 4's *Northern Soul* New Writer's competition. 1999-2000. (led by Katy Jones and Nicola Shindler).

Key Achievements: Co-ordinated a hugely successful competition and workshop initiative to uncover and foster new writing talent from under-represented sections of the community. Script entries were encouraged from new writers who had not had previous Industry credits or traditional educational opportunities in the field. The competition attracted over seven hundred script entries. I co-ordinated a team of script readers. Additionally, I secured locations for workshops in environments that were pertinent to the key workshop leaders and invited members of the public to

apply for masterclasses from leading writers and actors such as Christopher Eccleston, Ricky Tomlinson, Debbie Horsfield, Russell T Davies, Paul Abbott, Ayub Khan Din and the late Jack Rosenthal who all supported the scheme. The competition attracted national and regional press attention and launched the careers of several successful TV writers including Arthur Ellison and Chris Greene.

Radio Presenter: 98.5 Cheshire FM. 2010-2011. Live and pre-recorded radio show.

DV Director/Production Co-ordinator: Shop! Home Shopping Channel Liverpool (Granada TV 'On Digital') 1998-1999.

Key Achievements: Produced insert content for Sporting Brands. DV trained with Granada TV Liverpool.

Relevant training for TV/Film Production (COVID-19 & Mental Health Training)

First Option/delivered by ScreenSkills: Coronavirus basic awareness on productions (Passed August 2020)

Safe Sets International: Covid-19 Certificate : Level A (Passed August 2020)

First Option safety Consultants: Covid risks on productions for freelancers (Sept 3rd 2020)

Provides delegates with an understanding of the current risk management protocols in respect of Covid-19 and production. It will help inform a detailed and specific production COVID-19 risk assessment, in line with broader H&S legal requirements and best practice.

Includes a template COVID-19 production risk assessment which delegates can use within their own organisations.

First Option: Covid Supervisor Top up for Freelancers. (Sept 4th 2020)

Delegates will be trained in the following:

- The role requirements of a COVID-19 Supervisor including, employer's obligations with respect to COVID-19
- Health and Safety Regulations - General principles and legal basis
- Risk Management Techniques - Methodology and implementation
- Risks resulting from COVID-19 and appropriate controls including: Crewing, Recces, Locations, Travel, Communal Spaces, Hygiene Procedures, Use of PPE, Emergency Arrangements
- Risk Assessment Principles

ASIST Applied Suicide Intervention Skills Training (Papyrus 2018) trained first aid caregiver.

After taking ASIST, I am better able to:

- Be suicide alert – identify people who have thoughts of suicide
- Understand the reasons behind thoughts of suicide and the reasons for living
- Assess risk and safety – develop a plan to increase the safety of the person at risk of suicide
- Recognise invitations for help
- Recognise potential barriers of seeking help
- Offer support – recognise other important aspects of suicide prevention including life-promotion and self-care
- Effectively apply a suicide intervention model
- Link people with community resources

H.E Lecturer: Media and Performance.

Modules taught include: MA Production Skills, Film Making, Production Workshops (Single Camera drama), Producing Drama, Documentary and Mockumentary theory and Practice for Undergraduate and MA programmes at the University of Salford. 2014- present.

Key Achievements: I am currently shortlisted in **The Guardian University Awards 2020** in the Employability and Entrepreneurship category. The submission featuring the '**Young Minds Matter**' Project concept and the production of a documentary about the events with the same title.

Advance HE Project: I lead on behalf of the University of Salford in the national collaborative project called '**Embedding mental-wellbeing into the curriculum**'. The initiative will involve six other HE partners to produce a broad range of initiatives with the aim of impacting mental wellbeing in H.E for the most positive outcomes.

Education

Post Graduate Certificate of Education (P.G.C.E) in Further Higher and Adult Education. Manchester Metropolitan University 2003-2006.

Specific lecturer/teacher training qualification for Key Stage 3 and above.

Registered with the Department for Education and Skills.

Key Achievements: Became a Fellow of the Higher Education Authority (FHEA fellow).

BA (Hons) Television and Radio. 1st Class.

University of Salford 1994-1998.

Majored in Film Production with video drama and radio documentary work. First person on the course to obtain a First-Class degree.

A Levels: Sociology, Psychology and General Studies.

Manchester College of Arts and Technology (MANCAT) 2002-2003

Completed and successfully achieved in one year.

Extras

I hold a full clean UK driving licence (July 1990)

Hobbies

I love all aspects related to the production of film and television drama and combine this with a passion for mental health awareness and clinical practice.

I am currently studying for one- weekend a month at the Clifton Practice Hypnotherapy Practice in Liverpool to become a Solution Focused Brief Therapist and Hypnotherapist and will qualify in Jan 2021. I am a fully insured member of the AfsfH (Association for Solution Focused Hypnotherapy).

References can be supplied upon request.