

# AMY BRACKENRIDGE

PRODUCTION COORDINATOR

MANCHESTER BASED  
FULL CLEAN DRIVING LICENCE  
07800 595 570  
[AMYBRACKENRIDGE@HOTMAIL.COM](mailto:AMYBRACKENRIDGE@HOTMAIL.COM)

## PROFILE

Experienced and ambitious production coordinator, with experience working across scripted comedy, non-scripted fact-ent and studio formats, live events and digital content. Confident with end-to-end production processes, including post-production and paperwork, I am a quick and competent learner, keen to progress further within production management.

## KEY SKILLS & EXPERIENCE AREAS

- ✓ Complex shoot logistics and working on fast-turnaround content
- ✓ Managing multiple conflicting deadlines efficiently and calmly
- ✓ Multi-location & studio experience (scripted & non-scripted)
- ✓ Sourcing and booking crew, kit and facilities
- ✓ Cost forecasting and budgeting
- ✓ Dealing with and looking after high-profile talent
- ✓ Coordinating COVID-19 testing schedules
- ✓ Archive and music clearances
- ✓ Silvermouse paperwork and programme delivery for BBC
- ✓ Completing ALBERT carbon footprints and action plans
- ✓ Child licencing, child working regulations, sourcing chaperones
- ✓ BBC Systems: MyBusiness, Smartbook, PTK, FastClear

## RECENT CREDITS

### THE ENGINEERS S6 – POST PRODUCTION COORDINATOR

BBC CHILDREN'S | OCT 2021 – DEC 2021 | PM: AMY RYNINKS

Full programme and asset delivery to BBC, Silvermouse paperwork, PTK compliance logging, arranging VO sessions, liaising with edit teams, document clear up and archive management

### TOKYO PARALYMPICS 2020 – POST PRODUCTION COORDINATOR

WHISPER TV | SEPT 2021 | PM: LAURA MAGGIN

Completing Silvermouse paperwork for Channel 4 Paralympic 2020 output (cue sheets, copyrights, contributors, diversity forms), archive clearance, logging content, liaising with producers and gallery PA's re clearances, experience using Tinkerlist.

### BRITAIN'S BEST YOUNG ARTIST S1 – PRODUCTION COORDINATOR

BBC CHILDREN'S | APR 2021 – AUG 2021 | PM: REBEKAH DAVIES

Multi-location & studio format, arranging complex shoot logistics, child licencing, sourcing external facilities, crew booking and contract management, cost forecasting and budgeting, managing COVID testing schedule, creating call sheets, archive and copyright clearances, studio get-in and de-rig logistics

### BBC CHILDREN'S UNIT TEAM – PRODUCTION COORDINATOR

BBC CHILDREN'S | FEB 2021 – APRIL 2021 | UM: HELEN NEEDLE

Programme delivery (Colours S1, The Amelia Gething Complex S2), Silvermouse post-production paperwork, arranging VO sessions, archive and music clearance, liaising with edit teams, BBC Studios programme delivery, ACON reconciliation

### WORKOUT THE WRIGHT WAY S1 – PRODUCTION MANAGEMENT ASSISTANT

BBC CHILDREN'S | JAN 2021 – FEB 2021 | PM: KAELA LANGAN

Arranging travel & accommodation for crew and high-profile talent, sourcing facilities vehicles, booking kit, arranging testing for contributors, sourcing PPE, programme delivery and post production paperwork

## OTHER CREDITS

|  |  |                      |
|--|--|----------------------|
| PRODUCTION MANAGEMENT ASSISTANT<br>OCT 2020 – DEC 2020 | GIGGLEQUIZ S2<br>BBC Children's // CBeebies                | PM: AMY RYNINKS      |
| PRODUCTION MANAGEMENT ASSISTANT<br>JAN 2020 – OCT 2020 | IN-HOUSE INTERACTIVE TEAM<br>BBC Children's                | PM: SOPHIA HOLMES    |
| PRODUCTION SECRETARY<br>NOV 19 – DEC 19                | THE OTHER ONE<br>Tiger Aspect // BBC2                      | PM: EMILY MORGAN     |
| PRODUCTION MANAGEMENT ASSISTANT<br>SEPT 19 – NOV 19    | CBEEBIES CHRISTMAS SHOW 2019<br>BBC Children's // CBeebies | PM: DIMITRIS TOULIAS |
| PRODUCTION MANAGEMENT ASSISTANT<br>APRIL 19 – AUG 19   | BBC SUMMER SOCIAL (EVENT)<br>BBC Children's                | PM: JUDITH TRAVIS    |
| PRODUCTION SECRETARY<br>JUL 18 – SEPT 18               | CLASS DISMISSED S4<br>BBC Children's // CBBC               | PM: SAM MILNES       |
| PRODUCTION MANAGEMENT ASSISTANT<br>APR 18 – AUG 18     | GIGGLEBIZ S5<br>BBC Children's // CBeebies                 | PM: VICKY SCOTT      |

## TRAINING

- ✓ Screen Skills HETV Production Lab (Production Coordinator training)
- ✓ Screen Skills Coronavirus Basic Awareness on Production
- ✓ BBC First Aid (Office & Studio)
- ✓ Fire Warden Training (External)
- ✓ BAFTA Taking Action on Climate Change (ALBERT)
- ✓ BBC Working With Children (face-to-face)
- ✓ BBC Data Protection, Media Law, Audience Connection, Health & Safety

## EDUCATION

### BA HONS COMMUNICATIONS AND MEDIA (FIRST I)

University of Leeds, 2014-2017

### A LEVELS - ENGLISH LANGUAGE (A), MEDIA (A), HISTORY (A)

Eccles Sixth Form College, 2012-2014

### GCSE'S - VARIOUS (4 A\*, 6 A)

Bury Grammar School, 2007-2012