

# TAMMY SNOW

## Production Secretary

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07531 435 713

Based – Manchester and the North West

Clean driving licence with own car, over 25 and business insurance

I am a trained Drama Practitioner now making a career move into TV production Management. Previously specialised in working with young people at risk of the judicial system, disengaged and from disadvantaged backgrounds.

- Coronavirus basic awareness on production training. (Screenskills certificated).
- Managing Covid 19 Risks on Production (First Option)
- Digital Production Management trained
- Designated safeguard lead trained - Barnardos
- Qualified Worker with Disadvantaged young people
- Supervision Trained
- Albert+ Trained
- Proficient user of Microsoft Word, Excel, Slack, Google Docs, FTrack & Set keeper
- Experienced Steward – Large festivals
- Hard Worker/ Fast Learner

### Work History Credits:

**Almas Not Normal - Covid Secretary** (April 2021 – Current) **Expectation Entertainment - BBC**

• Coordinated the testing schedule for cast and crew • Created a database and updated throughout the shoot as well as all relevant paperwork • Liaised with all departments • Worked with talent • Dealt with logistics of the testing regime

**Terry Venables - Feature Doc - Production Runner** (April 2021) **Up and Away Film Entertainment – Sky**

• Worked with VIP Talent • Liaised with location staff • Responsible for refreshments • Petty Cash handling

**Hometown (2) - Production Runner** (March 2021) **We Are Forest – BBC 3**

• Ordering lunches • Driving vehicles • Contributor paperwork • Other general running duties

**Milo (52 x 11' episode) Animation** (Nov - Dec 2020) **Fourth Wall - Milkshake, Channel 5**

• Updated Production Report • Liaised with colleagues in all departments • Production Data Analysis • Learnt Pre-production and animation production processes • Created Production Trackers • Used Ftrack, Slack, Excel, Office 365 and Google Docs

**The World According to Grandpa** (Work Exp, 2 days, Jan 2021) **Grandpa Productions – Milkshake, Channel 5**

• Observing a fixed rig 4 camera studio (virtual) • Production Office – Observation - Call sheets and other production processes (virtual production office)

**CBBC Short – Wonton Warrior** (Work Experience, 1 day, Jan 2021) **Grandpa Productions - CBBC**

• Production office - Onboarding crew (Virtual production office)

### Relevant training:

**Sharp Futures – Digital Production Management Course** (Sept 2020 – Dec 2020)

Through Masterclasses Q and As and Workshops delivered by Industry professionals the following was covered

- Introduction to Animation, TV, Advertising, Radio and Gaming
- TV terminology, Production roles, Processes - Albert +, call sheets, set etiquette and budget sheets.
- Animation processes, budgets, funding, terminology and departments
- Project management tools

### Workshop Seminars

- Get the Knowledge: The Essentials and Detail of working with under 18s (Screenskills)
- Think bigger - Working in a Production office (RTS)
- Animation – Developing yourself as a new entrant
- Albert+ Training - Bafta
- Production Bootcamp – Manchester (Sharpfutures, Sky and Moonage Pictures).
- Baftas without the Bullies with Meriel Beale - Screenskills

### Previous Employment History:

**The Men's Room – Support and Development Worker (2012 – 2014)**

- Client group were male sex-workers and young men at risk of the judicial system
- Engaged with service users on a one to one basis, creative sessions, detached and outreach sessions
- Administrative tasks, petty cash handling
- Collating data for monthly and end of year reports.

### Education:

**Canterbury Christ Church University:** - Connexions Personal Advisor Diploma

**Lancaster University:** Bachelor of Arts in Performing Arts (2:2)

References: Ewan Vinnicombe-Wallis and Lynn Roberts (Contact details on request)

This may be kept on file and distributed for employment purposes