

Jonah Gosbell

Production Secretary

Email: j_gosbell@outlook.com

Mobile: +44 7465 442 541

Location: London and Staffordshire (willing to travel)

Full Clean UK Driving Licence (over 23) – and have car

Current DBS

Emergency First Aid and Fire Marshal Trained

Diverse Candidate – Mixed White and Chinese

Dual National – UK and Australia

Profile

Collaborative, driven, and highly organised person, with experience working in the production office and on set as a Production Secretary in unscripted TV and Film. Possessing the ability to problem solve issues that may arise during production, can work well under pressure with tight schedules, multitask, as well as being flexible and a quick learner. I am looking to get my next role in my production management journey.

Skills

- English (Native), intermediate Spanish (B1)
- Booking Transport and Accommodation
- Creating Call Sheets and a Unit List
- Finding Filming Locations
- Collecting and Tracking Release Forms
- Expenses, Purchase Orders and DPO
- Creating Running Orders
- SetKeeper
- ALBERT Sustainability
- Silvermouse and Soundmouse
- Office Management
- Post-Production Paperwork
- Social Media Management (LinkedIn, TikTok, X (Twitter), Instagram)
- Adobe Creative Cloud
- Audio Recording – Familiar with Zoom H5/H6, MixPre-6 II, as well as boom operation
- Camera – Familiar with Sony FS7, and able to setup and use iPhone filming kits

Television Experience

Production Secretary – Untitled Children’s TV Show

Children’s Series **15 x 15’** / CBBC / DLT Entertainment / Prod Ex: Paula Prynn / PC: Heather Cordiner / 8th May 2026 to Present

Production Coordinator – The Political Slot

Current Affairs Series **9 x 3’** / Channel 4 / Juniper TV / PD: Cheryl Jackson / HoP: Paula Prynn / 5th Jan to 20th Mar 2026

Production Assistant – The Political Slot

Current Affairs Series **24 x 3’** / Channel 4 / Juniper TV / PD: Cheryl Jackson / HoP: Paula Prynn / 1st Oct 2024 to 5th Jan 2026

Production Assistant – BBC Politics London

Current Affairs Studio Series **67 x 28’** / BBC One / Juniper TV / Series Editors: Jerry Thomas, Pete Humphreys / HoP: Paula Prynn / 19th Aug 2024 to Present

Production Assistant – BBC Politics South East

Current Affairs Studio Series **66 x 28’** / BBC One / Juniper TV / Series Editor: Chris Wilson / HoP: Paula Prynn / 19th Aug 2024 to Present

Production Assistant – Channel 4 Dispatches: The King, The Prince, and Their Secret Millions

Business, Finance and Economics Journalism Award – British Journalism Awards 2025

Production Secretary – TikTok: Murder Gone Viral Series 2

True Crime Documentary Series **2 x 45'** / ITV 1 / Nine Lives Media / PM: Nicole Hajimichael / Apr to 3rd May 2024

Production Secretary – BBC Panorama – NHS Patients Going Private: What Are The Risks?

Current Affairs Documentary **1 x 30'** / BBC One / Nine Lives Media / PM: Nicole Hajimichael / PC: Samantha Wilson / 5th Feb to Apr 2024

Production Secretary – Ricky, Sue, and a Trip or Two

Popular Factual Award – RTS Midlands 2024

Factual Entertainment Series **3 x 45'** / More 4 / Nine Lives Media / PM: Nicole Hajimichael / PC: Samantha Wilson / 5th Feb to Apr 2024

Production Secretary – TikTok: Murder Gone Viral Series 1

True Crime Documentary Series **3 x 45'** / ITV 1 / Nine Lives Media / PM: Nicole Hajimichael / PC: Samantha Wilson / 5th Feb to Mar 2024

Feature Film Experience

Production Assistant – All That Glitters [2026]

Drama, Comedy, Romance, Coming of Age / Clover Fox Films Ltd / LP: Judy Goldberg / PM: Aisha Finch / PC: Tom Fitzgerald / 11th to 26th July 2024

Other Experience

Army Reserve Soldier – RLC (Royal Logistics Corps)

151 Regiment, 210 Squadron / 2nd September 2025 to present

Camera Assistant – Melanie La Barrie interviews James Williams - The Shaftesbury Theatre

Interview / Shaftesbury Theatre / DLT Entertainment / Shooting PD: Fred Atkinson / 22nd October 2024

Training

- **Emergency First Aid at Work, British Red Cross**, August 2024 to Present
- **Fire Marshal Course & Test, Health and Safety Training 1st**, August 2024 to Present
- **Starting Safely (health and safety), BECTU**, March 2024 to Present
- **Production Assistant Training Programme for Unscripted TV, Media Career Advice and ScreenSkills**, October 2023 to August 2024

Education

- **Nottingham Trent University**, September 2020 to July 2023
 - **BA (Hons) Filmmaking – 2:1**
 - **Module in Digital Marketing and Communication – 2:1**
 - **University Language Programme Mandarin Stage 2 – 2:1**

GDPR Statement – I consent to you keeping my details on file and distributing for employment purposes
