



# Samantha Rifkin

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## PROFESSIONAL SUMMARY

Media professional with a breadth of experience in crewing and recruitment, offering guidance and advice to industry professionals and production companies within feature film and HETV. Wide experience in providing bespoke support to all crew levels and extensive work in managing new entrant outreach projects. Excellent knowledge of the crewing landscape across England, training opportunities and diversity initiatives. Strong relationships with key production personnel working across features and HETV. Helping crew develop and progress their careers is a job I've now been doing for 6+ years and one I'd love to develop further.

## WORK HISTORY

### **NATIONAL CREW & FACILITIES MANAGER** *05/2017 – CURRENT*

#### **Creative England | England wide**

- Manage a National Directory of over 7000 crew and supplier companies, and organise nation-wide industry networking/mixer events.
- Offer a bespoke crewing and recruitment service to production companies working within feature film, HETV and commercials.
- Excellent local knowledge, contacts and relationships with regional crew and production companies.
- Liaise closely with Producers and Production Managers to identify appropriately skilled and talented crew in the regions outside of London.
- Develop outreach initiatives for education organisations attracting new entrants and career changers to the industry, providing careers advice and information about opportunities within film and HETV.
- Lead an outreach programme supporting new entrants and trainees from underrepresented backgrounds to industry, working to achieve BFI set diversity targets.
- Work closely with our Partnerships Manager generating new members to our established network.
- Line manage and lead on Crew & Facilities Assistant's personal development and performance.

### **PRODUCTION COORDINATOR**

*08/2014 – 05/2017*

#### **CLP Productions | Liverpool, Merseyside**

- Create and distribute call sheets and daily production reports.
- Reply to and catalogue all incoming and outgoing correspondence.
- Liaise with Production Manager to keep track of all purchase orders and invoice queries.
- Track and catalogue all legal agreements.
- Manage and log all cast and crew contracts.

### **PRODUCTION ASSISTANT**

*02/2013 – 03/2014*

#### **Hurricane Films | Liverpool, Merseyside**

## SKILLS

- Responsible for the assessment of submitted material for feature film scripts.
- Write thorough script reports for the company's Producers and offering an informed pass, consider, or recommend judgement on the submitted projects.
- Manage diary for Senior Management Team against competing priorities.
- Verbal and written communication
- Skills gap analysis
- Budget Manager
- Relationship building
- Microsoft Office
- Friendly & Personable

## EDUCATION

**Bachelor of Arts** | English & Communication *09/2012 – 07/2015*  
**University of Liverpool, Liverpool - First Class with Honours**

## TRAINING

- *Diversity, equity and inclusion for the screen industries* | ScreenSkills | 2023
- *Managing Mental Health for Crew* | Production Guild | 2022
- *So You Want to Be A Production Coordinator?* | Production Managers Association | 2019