


Grace King

 07502044133

 gracelouiseking@gmail.com

 [@gracelouiseking](https://www.instagram.com/gracelouiseking)

 London

ABOUT

Producer and Production Manager. Anything that screams “spreadsheet”, I’m there.

I have a breadth of experience working in film and media productions, from shorts, TV shows, music videos, documentaries, fitness tutorials, event videography, property films, podcast shows and much much more.

From working on location to greenscreen studios, in the minutiae of pre-prod, rollercoaster that is production and careful pain-staking post-production, I’m everywhere all at once.

I have both agency experience and years of freelancing and hugely passionate about the process of storytelling and communicating big ideas, sometimes, in only a short space of time.

WORK HISTORY

August 2023 - Current [Method Films](#)
Senior Producer

- Leading productions from ideation, initial budgeting, pre-production to shooting and entering into the edit.,
- Coordinated post-production content diaries, relying and digesting feedback between editors and client, overseeing music changes, retouching images and subtitle tweaks
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January 2022 - July 2023 - HIFEN Studios (A B-Engaged Company)
Producer [HIFEN STUDIOS](#)

- Began as Production Assistant in January and became Lead Producer in less than a year with the company
- POC for client, working with global brands such as McDonald’s, FIFA, Capri Sun, Socceraid and PUMA.
- Managing budgets of upper of 100k
- Sourcing crew, creating a large roster from across the country and mainland Europe.
- Managing high profile sporting talent

- Worked with PUMA India to facilitate a UK shoot with the top Cricket player in India for the launch of his own cricket boots [Virat Kohli x PUMA](#)

August 2022 - Method Films, 'Greenwich Peninsula Brand Campaign', dr Paul Akrinlola
Producer [Greenwich Peninsula Property Films](#)

- Managing budgets of 60k
- Working with a 20+ crew and cast
- Casting and sourcing crew

August-October 2021 - PGMTV, 'London Kills', dr various, Execs
 Paul Marquess and Donna Wiffen

Production Secretary [London Kills - Series 3](#)

- Distro and proofreading for Call Sheet, MO, Risk Assessments, Camera Plans etc
- Printing of sides, camera plans, scripts, schedules, and call sheets
- Booking flights, cars and trains for cast and crew
- Organising catering for crew and cast
- Updating headshots lists and printing
- Tracking finances for Production and Covid dept
- Building maintenance for unit base
- Filing Continuity Reports
- Booking cast and crew medicals pre-production
- Comms between cast, 2d AD and runners

July 2021 - Method Studios, dr Paul Akrinrinlola, Le Mans Toyota commercial

Production Manager

- Booking crew, transport, talent and locations
- Making and sending call sheet
- Creating risk assessments for location and filming
- Organising catering for crew and cast
- Managing petty cash payments

June/July 2021 - Double M Films - The Wife and her House Husband, dr. Marcus Makou

Production Assistant [The Wife and Her House Husband](#)

- Supporting actors (e.g Laura Bayston and Laurence Spellman)
- Acting PM when PM was isolating due to Covid
- Booking transport for cast and crew
- Arranging parking with for Luton Van
- Booking security for night shoots
- Organising catering for crew

May 2021 - RSA - OASIS Documentary, dr. Jake Scott
2nd AD

- Travelling SAs to and from costume and set

- Recording SAs call times for casting director
- Assisting with Art Dept. and Lighting with dressing set

April 2021/ Black Dog Films - Years and Years 'Starstruck' Music Video

2nd AD [Starstruck - Live with Jeremy Corden](#)

- Travelling cast to and from set
- Communicating with hair, makeup and wardrobe •
- Following shooting schedule and managing time keeping
- Communicating with Artist's personal security and management

March 2021/ YOCCF - Pass the Mic

Junior Producer

- Booking transport for talent and crew (i.e Candice Brathwaite, Reggie Yates)
- Making and sending out call sheets
- Ordering catering for crew and talent
- Communicating between agents for organising shoots

February 2021 / Sanza Productions - Music Video

Production Runner/ 3rd AD [Quiet Love](#)

- Working closely with the producer to maintain the upkeep of the location
- Covid security, taking temperatures etc
- Responsible for playback during filming

December 2020 / Comedy Central - Drunk Black History

Production Runner / 3rd AD [Comedy Central](#)

- Working on a 6x part series for education comedy series, Drunk Black History
- Promoted to 3rd AD, working to support 2nd AD as talent liaison
- Basic understanding of call sheets
- Working closely with the Production Manager ready for assistance with deliveries
- Loading and unloading equipment to and from locations and back to studios
- Being active on radios to assist the production team when needed
- Working closely assisting high profile talent (i.e. Sheila Atim, Tom Moochi, Rapman, Amma Asante)

November 2020 / Four8 / I Am Mary / Short Film

Production Runner

- Working on Award-Winning drama series, I AM on it's third short, I Am Mary
- Supporting actors (i.e Femi Oyeniran, Raksha Hoost)

REFERENCES

Paul Akinrinlola - CEO and Creative Director

paul@methodfilms.co

Charlie Hoare - Creative Director charlie@hifenstudios.com

Stephane Alexandre - Producer stephane.atina@googlemail.com

Israel Peters - Director israel@yocf.co.uk

Veronica Moya - Production Manager veronica.moya@comedycentral.co.uk

Femi Oyeniran - Director/Actor femioyeniran@gmail.com