

Collette Riggs

Clearance / Assistant Production Co-ordinator

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Profile

I'm a highly organised and enthusiastic Clearance / Assistant Production Co-ordinator passionate about scripted television. Having gained experience working in Drama, I thrive in busy Production office environments, as well as on set. I'm confident liaising between different departments.

TV Experience

PRODUCTION	ROLE	LINE PRODUCER	DATE
Shakespeare and Hathaway Private Investigators Series 5 BBC	Clearance Co-ordinator	Lorna Copeland	Sept 2024 – Jan 2025
Sister Boniface Mysteries Series 4 BBC Studios for Britbox	Clearance Co-ordinator	Nigel Harris	June 2024 – Oct 2024
Father Brown Series 12 BBC	Clearance Co-ordinator	Sioned Edwards	April 2024 – Aug 2024
Sister Boniface Mysteries Series 3 BBC Studios for Britbox	Clearance Co-ordinator	Rebecca Callas	June 2023 – Oct 2023
Father Brown Series 11 BBC	Clearance Co-ordinator	Michelle Brown	Mar 2023 – July 2023
Risen Sky	Assistant Production Co-ordinator (Prep)	Angie Garaghan	January 2023
Sister Boniface Mysteries Series 2 BBC Studios for Britbox	Junior Production Co-ordinator	Angie Garaghan	May 2022 – Dec 2022
Casualty BBC	Base Runner	Rachel Slater	Jan 2022 – May 2022
Casualty BBC	Covid Marshall	Rachel Slater	Nov 2021 – Dec 2021
Casualty BBC	Floor Runner	Rachel Slater	Oct 2021 – Nov 2021
Doctors BBC	Runner (Dailies)	Nichol Hoye	October 2021
Sister Boniface Mysteries Series 1 BBC Studios for Britbox	Production Runner	Parag Sankhe	May 2021 – Oct 2021
Great British Bake Off Series 12 Love Productions	Rig Runner (Prep)	Laura Fisher	May 2021

Key Skills

- Able to retain and recall great amounts of information
- Fast typist with strong computer skills (Microsoft)
- Able to forward plan for scheduling and shoots
- Experience on location
- Able to source props and locations
- Good listener and able to follow instructions
- Ability to multitask
- Creative with a wealth of ideas
- Administrative experience
- Strong organisation skills
- Strong written and communication skills
- Team player and also able to work independently
- DBS Checked

Additional Experience

Backstage Crew, Prop Handler, Stage Manager November 2018 Ongoing (Ad hoc)

Bayston Hill Amateur Dramatics – ‘Murder In Play’ November 2024

Bayston Hill Amateur Dramatics – ‘Lathered Up’ May 2024

Bayston Hill Amateur Dramatics – ‘Off the Hook’ May 2023

Stretton Players – ‘Jason and the Argonauts’ November 2019

Bayston Hill Amateur Dramatics – ‘Seasons Greetings’ November 2019

Poppyfields the Musical – November 2019

Bayston Hill Amateur Dramatics – ‘Stags and Hens’ May 2019

Bayston Hill Amateur Dramatics – ‘Four Weddings and an Elvis’ November 2018

- Assisting with set construction, rigging and dressing, sourcing and making props, cleaning, setting prop tables, retrieving props, setting and striking items from set, using technical equipment e.g. smoke machine (on cue), walkie-talkies, theatre headset

Children’s Editorial Assistant, Penguin Random House, February 2017

- Reading and replying to submissions, inputting agents’ and authors’ contact details into the system, general administrative tasks

Education

Floor Runners Bootcamp, August 2018

Script Editing and Development for TV Drama and Film, Grand Scheme Media and Creative Skillset, 2016

Script Supervisor Training TV Drama, Grand Scheme Media and Creative Skillset, 2016

BA (Hons) Creative and Professional Writing, 2:1 University of South Wales (nee University of Glamorgan), 2012 - 2015

References

Available on request.

This CV may be kept on file and distributed for employment purposes