

Eve Kershaw

ASSISTANT PRODUCTION COORDINATOR

FILM & TV

PRODUCTION SECRETARY -

ALMA'S NOT NORMAL S2

October 2023 - November 2023
Expectation
BBC 2

Line Producer: Louise Lyons
Prod Co-ord: Anna McNamara

PRODUCTION SECRETARY -

APOC - FOOL ME ONCE

March 2023 - August 2023
Quay Street Productions
Netflix

Line Producer: Louise Lyons
Prod Co-ord: Anna McNamara

PRODUCTION SECRETARY -

AGENTLEMAN IN MOSCOW

November 2022 - March 2023
Entertainment One
Paramount +

Line Producer: Des Hughes
Prod Co-ord: Emmett Barlow

PRODUCTION SECRETARY - INSIDE NO.9 S8

August 2022 - November 2022
BBC
BBC 2

Line Producer: Ursula Haworth
Prod Co-ord: Anna McNamara

PRODUCTION SECRETARY - NOLLY

April 2022 - July 2022
Quay Street Productions
ITV

Line Producer: Rachel Jones
Prod Co-ord: Ashley Scott

PRODUCTION SECRETARY - RALPH & KATIE

December 2021 - April 2022
ITV
BBC 1

Line Producer: Bridget Goodman
Prod Co-ord: Harriet Wadsworth

PRODUCTION / SCRIPT SECRETARY -

WEDDING SEASON

July 2021 - December 2021
Dancing Ledge Prod.
Disney+ Starz

Co-Producer: Amanda Black
Prod Co-ord: Priya Bhakta

PRODUCTION SECRETARY - ALEX RIDER S2

March 2021 - July 2021
EHF Productions
Amazon Prime

Producer: Richard Burrell
Prod Co-ord: Alicia Boden

PRODUCTION RUNNER - ALEX RIDER S2

November 2020 - March 2021
EHF Productions
Amazon Prime

Co-Producer: Amanda Black
Prod Coord: Lucy Eaton-Whitfield

REFERENCES AVAILABLE ON REQUEST

I give permission for this CV to be kept on file & shared for employment purposes.

07800 796 790

evekershaw@hotmail.co.uk

North West based

Full Clean Driving License with car

SKILLS

- Script Amendments & Final Draft
- Progress Reports
- Daily Crew Contracts
- Cast Requisitions
- Travel and Accommodation Booking
- Swing Drivers
- Action Vehicles
- Vehicle Hire
- Albert
- Creating Unit and Supplier Lists
- Confident and Clear Communicator
- Creating Purchase Orders
- SetKeeper Experience
- Diary Management
- Budget Management

EDUCATION

BOVTS | Prof. Stage Management FdA
Newcastle Uni| Fine Art BA(Hons) 2:1
A Levels | A*AA (Art, Maths. Biology)

QUALIFICATIONS & AWARDS

- Lvl 3 First Aid at Work (2022)
- Fire Warden (2021)
- Albert Sustainable Production (2023)
- Managing Covid Risks on Prod. (2020)
- Covid Basic Awareness on Prod. (2020)
- Mental Health First Aid CPD (2020)
- NCRQ Safety for Managers (2020)
- GDS Student Achievement (2019)
- Charles Landstone Prize Winner (2019)

INTERESTS

- Mountain hiking
- Climbing
- 2010 International Girl Guide Camp
- 2011 World Challenge Expedition to Mexico and Belize
- 2015 & 2016 - Road Trip across USA

