

KATIE HEPTINSTALL

PRODUCTION ASSISTANT

📍 West Midlands

🌐 [LinkedIn](#)

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🏍️ 🚗 Full driving license

Naturally curious and determined, I am eager to implement my excellent organisation and prioritisation skills. As a **"hard worker with a solid ethic"**, I thrive when working as part of a production team with my **calming presence** on location and my **technical proficiency** with camera equipment.

SOFTWARE

(MAC & WINDOWS)

- **Microsoft Office:** Outlook, Word, Excel, PowerPoint
- **Google Workspace:** Gmail, Drive and Calendar
- **Adobe Suite**
- **Dropbox**
- **Movie Magic**
- **Scenichrone**
- **Silvermouse** - PasC forms
- **Aspera**
- **PIX**

TRAINING

ScreenSkills

- Tackling harassment & bullying
- Addressing unconscious bias
- Mental Health Awareness
- Safeguarding
- D,E&I

DLearn (Disney training courses)

- Standards of Business Conduct
- Brand Training
- Data Protection Awareness
- Workplace Etiquette
- Information Security & Tech Risk Management
- D,E&I

MHFA Mental Health Champion
Manual Handling Awareness
CAA Approved Drone Remote Pilot

EDUCATION

2019-2023

BOURNEMOUTH UNIVERSITY

- **First Class Honours** in
BA (Hons) Television Production

BBC Studios

JANUARY - PRESENT

Assistant to Creative Director & Head of Production / PMA

- Booked travel and accommodation for multiple people in the Senior Leadership Team
- Diary and inbox management for SLT & reconciled expenses on Concur
- Organised the logistics during the long tender process for **Fake or Fortune**
- Preproduction (eg. call sheets) & postproduction paperwork (eg. archive & copyright) for various shows including: **Countryfile** and **Fake or Fortune**

Blue Planet 3 - shadowed the Production Management team for a week

Antiques Roadshow National Waterfront Museum, Swansea - Runner

Gardeners World RHS Wentworth & RHS Malvern - Camera/Jib Assistant & Logger

Fake or Fortune The Mystery of Churchill's Garden - Camera Assistant & Runner

Bargain Hunt Series 71: Leominster 27 - Runner

Freelance, short-term production work

OCTOBER- NOVEMBER 2024

The Pharmacy (Objective Fiction)

- A Cam Trainee / B Cam 2nd AC

Bill's Included (Baby Cow Productions)

- Set PA

Hospice UK commercial (Raw London)

- Production Runner

Sort Your Life Out S5: E4 (Optomen Television)

- Location Runner

20th Television pilot for Hulu

AUGUST - OCTOBER 2024

Assistant to US Producer on *Downforce* / PMA

- Managed complex schedules and the production calendar by liaising with the US
- Tracked expenses and reconciled P-Card transactions
- Handled sensitive planning information in a discrete and appropriate manner
- Arranged travel & accommodation for US Hulu & ABC Executives
- Scheduling & setting up in-person and Zoom meetings across various time zones

Vermillion Films

SPRING 2024

Assistant to MD & Creative Producer / JPC

- Helped run the production office and looked for crew members
- Distributed paperwork to cast and crew, and kept Airtable up to date and accurate
- Applied for Child Performances Licences and liaised with councils

Cadbury World commercial - Floor Runner / Crowd PA

AGCO commercial - Floor Runner

The Walt Disney Company (EMEA)

2021 - 2022

Assistant to Director of Production Management / PMA

Worked across the European Originals Slate consisting of 50+ productions across the UK, France, Germany, Italy and the Netherlands. Supported the Original Production Department as well as **US teams** from Development through to Delivery.

- Supported the EMEA Disney+ Originals team across projects including: **'Nautilus'**, **'Extraordinary'**, **'Wedding Season'** and **'Rivals'**.
- Updated tracker documents, SharePoint and SmartSheet so teams had up to date information for **'Townhall'** and **'Cross Functional'** meetings
- Built relationships with diverse teams across multiple time zones
- Created templates, helped with purchase orders, and updated unit lists

References: [Geoff Dibben](#), [Dan Kay](#), [Polly Howarth](#)

GDPR Statement: This CV may be kept on file and distributed for employment purposes.