

JOHNNY BRIDGE

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SUMMARY

An adept objective professional thriving in dynamic, high-expectation settings, navigating challenging timelines and seamlessly orchestrating diverse priorities. Focused on collaborative teamwork and dedicated to crafting exceptional, impactful content.

EXPERIENCE

Production Secretary, 04/2023 - 09/2023

Quay Street Productions: Dead Hot - Liverpool

- Coordinated all travel and accommodation for cast and crew
- Distributed callsheets to cast and crew
- Distributed script revisions to cast and crew
- Tracked clearances
- Running of production office when on splits

Production Secretary & Script Editor, 07/2022 - 03/2023

Paramount +: Sexy Beast - Liverpool

- Diary management across various time zones
- Edited scripts, created script memos and distributed revisions
- Maintained and distributed unit list across 4 blocks (including dailies)
- Online training and work experience coordination
- Booked hire vehicles & couriers

Script Coordinator, 03/2022 - 07/2022

NBC Universal & Jax Media: Everyone Else Burns - Manchester

- Reviewed scripts from production drafts to shooting scripts
- Created and distributed revision memos
- Tracked all changes across revision sets
- First point of call for any script or story queries
- Coordinated Readthrough

Manuscript Reader, 09/2021 - Current

The Forge Entertainment - Remote

- Analysing IP for adaptability for TV
- Provide an overview of story material
- Provide feedback on adaptability strength and episode length
- IP includes New York and Sunday Times best sellers

Production Assistant, 07/2021 - 01/2022

Sky & Potboiler Productions: Funny Woman - Liverpool

- Updated inventories and suppliers list
- Ordered and maintained water supplies
- Submitted expense forms
- Uploaded rushes daily

Production Assistant, 04/2021 - 07/2021

The Forge Entertainment: Rules of the Game - Manchester

- Updated inventories and suppliers lists
- Ordered and maintained water supplies
- Submitted expense forms
- Printed scripts and callsheets

SKILLS

- Diary Management
- Travel & Accommodation
- Production Office Coordination
- Callsheet & Schedule Distribution
- Script Amendments & Clearances
- Script Editing
- Coordinating Training
- Budget Adherence
- Booking Hire Vehicles
- Booking Couriers
- Database Mangement

EDUCATION

Master of Arts : Screenwriting, 2022

Liverpool John Moores - Liverpool

Grade: **Distinction**

Bachelor of Arts : Creative Writing & Film Studies , 2019

Liverpool John Moores - Liverpool

Script Development Programme - The Script Factory - London, 2023

2022 Liverpool John Moores Research Award

Production Assistant, 11/2020 - 02/2021

The Forge Entertainment: Help - Liverpool

- Updated inventories & suppliers lists
- Collected catering for cast and production team
- Travelled items between set & production office

Runner, 08/2020 - 10/2020

Coronation Street - Manchester

- Travelled cast to and from set
- Locked off areas of set
- Cued cast in
- Printed callsheets for cast and crew

Runner, 01/2020 - 08/2020

Hollyoaks - Liverpool

- Travelled cast to and from set
- Locked off areas of set

REFERENCES

Producer: James Levison - jlevison@me.com

Line Producer: Rastelliard Rastelli-Lewis - erastellilewis@yahoo.co.uk