

# Roxane Maines

PRODUCTION MANAGER

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## ABOUT

Motivated Production Manager with experience across factual and entertainment programming. I am highly organised and thrive under pressure in fast-paced changeable environments, while keeping a calm and laidback manner. I am confident managing budgets and schedules and am used to adapting to situations whilst learning new skills and systems quickly.

## SKILLS

- PMI, Cost Manager
- Finance recs, invoices + payroll
- Forecasting + managing budgets
- Filming schedules
- Running and scheduling across multiple edits
- Completion of post paperwork and deliverables incl. Silvermouse
- Albert Sustainability
- Archive Clearance
- Setting up UK and International shoots including remote filming crews abroad
- Sourcing locations
- Location filming
- Call sheets & risk assessments
- Highly organised, excellent time management
- Full Clean Driving Licence

## TV EXPERIENCE

### PRODUCTION MANAGER

**'Love Triangle UK S1'** (Feb 23 – Dec 23) *Line Producer: Emily Morgan*  
Workerbee for Channel 4, 10x60'

- *Large scale Reality Dating series filmed across Manchester including a studio reunion show. Covered from pre-production right through to final post + delivery.*

### JUNIOR PRODUCTION MANAGER

**'Hot Wheels Ultimate Challenge S1'** (Jan 23 – Feb 23) *Line Producer: Amanda Cuttell*  
Workerbee for NBC, 10x60'

- *Large scale studio-based car show. Assisted with pre-production including setting up the external facilities.*

**'Our War: Football + Freedom (w/t)'** (Jan 23 – Feb 23) *HOP: Nicola Hirsch*  
(Development Project)

- *Development shoot for a prospective documentary series filmed in UK + Germany, filming with footballers who were affected by the Yugoslav Wars.*

**'Murdertown S4 + S5'** (Feb 22 – Jan 23) *HOP: Nicola Hirsch*  
Workerbee for Crime & Investigation (A&E)  
S4 + S5 = 10x60'

- *True crime documentary series hosted by Emilia Fox filmed across the UK. Managed show including filming + edits from pre-production through to delivery.*

### PRODUCTION COORDINATOR

**'The Real Death in Paradise S1'** (Aug 21 – Feb 22) *Prod Manager: Sophie White*  
Workerbee for Quest Red / Discovery +, 10x44'

- *True crime interview led Doc series voiced by Anna Maxwell Martin, on deaths of British citizens abroad. Filmed in UK and worldwide. Sourced remote crews in isolated locations from Seychelles through to Grenada.*

**'Idris Elba's Fight School S1'** (Aug 21) *Line Producer: Emily Morgan*  
Workerbee for BBC 2, 4x60', 1x90'

- *Sports Doc with Idris Elba, mentoring disadvantaged young people through an experimental boxing school. Responsible for the art direction + set dressing of two large on-screen houses.*

**'Alan Dershowitz: Devil's Advocate (w/t)'** (May 21 – Aug 21) *Line Producer: Emily Morgan*  
Workerbee 4-Part Doc for Discovery +  
*(Project Postponed)*

- *Documentary exploring the life and career of Alan Dershowitz including interviews and archive. Filmed at various locations across the USA. Responsible for all travel and accommodation, call sheets and finance handling.*

**'Goblin Works Mod Shop S1'** (Jul 20 – May 21) *Prod Manager: Emily Morgan*  
Workerbee for Quest, 10x60'

- *Busy car show involving talent, experts and contributors. Worked closely alongside the PM on all aspects from pre-production through to delivery.*

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## TRAINING

- **QA Level 3 Award in Emergency First Aid at Work (RQF)** (First Option – 2022)
- **Risk Awareness Safety Training** (First Option – 2022)
- **Safe Management of Productions** (First Option - 2020)
- **Coronavirus basic awareness on production training** (First Option – Latest - Jan 2024)
- **Diversity, equity and inclusion for the screen industries** (Screenskills – 2024)

\*References available on request

## PRODUCTION COORDINATOR (continued)

- ‘Motorpickers S1’** (June 20 – Jul 20) *Prod Manager: Estelle Speers*  
Workerbee for Quest. 12x30’
- *Studio style factual motoring show where experts match buyers with their dream car.*
- ‘Worlds Greatest Cars S1’** (May 20 – Jul 20) *Prod Manager: Estelle Speers*  
Workerbee for Quest. 6x60’
- *Interview led, archive heavy car series where a panel of motoring experts select the greatest cars in various different categories.*
- ‘Second Chance Dresses NY S1’** (Feb 20 – Jul 20) *Prod Manager: Emily Morgan*  
Workerbee for Netflix/UKTV. 10x60’  
*(Project Postponed due to covid)*
- *New York based reality series where brides-to-be find their dream dress on the pre-loved market.*

## PRODUCTION SECRETARY

- ‘Goblin Works Garage S2’** (Nov 18 – Jan 20) *Line Producer: David Potter*  
Workerbee for Quest, 13x60’
- *Pre-production through to post paperwork for busy car show. Filming in UK plus locations in the USA, Sweden and Albania.*
- ‘Second Chance Dresses S1’** (Oct 18 – Nov 18) *Prod Manager: Emily Morgan*  
Endemol Shine North for TLC, 22x30’
- *Studio style new wedding dress show. Assisted with final paperwork including international deliverables.*
- ‘Under Attack S1’** (Sept 18 – Oct 18) *Prod Manager: Nicola Baron*  
Endemol Shine North for Channel 5 Spike
- *Assisted with final paperwork and deliverables.*

## RELEVANT NON-TV EXPERIENCE

### SENIOR + HELPDESK COORDINATOR

- IPM Facilities Ltd** (Nov 2011 - Sept 2018)
- *Worked as a Coordinator within the fast-paced Facilities Management industry.*



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