

EMMA CONNOR | Assistant Production Coordinator

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- Selected for the ScreenSkills' programme - **HETV: Building Your Career Portfolio 2023**
- If your production is paying into the Screenskills HETV or Film fund - I could qualify for the **'Make a Move Scheme'** and bring up to £10k towards my fee.

I am an experienced PC/JPM in unscripted TV, currently building my scripted credits to move into the genre full time. I am experienced in T&A, contracting crew, Albert Certification and production software including PMI, Sargent Disc, Production Center (Netflix), Silvermouse and BBC systems.

SCRIPTED PRODUCTION EXPERIENCE

Junior Production Manager – Einstein And The Bomb – BBCS for Netflix Feb '22 – July '23

Exec Producer: James Van Der Pool | Line Producer: Sophie Chapman | Director: Anthony Philipson
Drama doc with scripted drama shoot (*c80 crew, 5 days on location and 7 days at Shepperton Studios*).

- Contracting crew and booking travel and accommodation for Principal Cast
- Creating movement orders for tech recces, communicating details with the crew, attending recces, and taking next steps
- Working with the Location Manager to obtain permits and access agreements for location shoots
- Working with 'DBS Facilities' and 'Get Set Hire' to equip unit bases
- Ensuring callsheets and sides were ready for next day distribution (those that needed hard copies)
- Once signed off by LP/UPM, adding OT payments to crew contracts
- Forecasting the pick-up day budget, raising POs, and setting up suppliers for payment
- Sole responsibility for coordinating pick-up day (2 x on location sites, c 30 cast, crew, and suppliers)
- Responsible for Albert Certification
- Researching VO actor's agencies, booking and contracting artists
- Netflix Deliverables: legal docs e.g., crew contracts which needed confidential info to be redacted prior to sending to Netflix, Talent Summaries showing any legal stipulations for main talent, credits, locations agreements, permits etc.

Work Experience

Production assistant and floor runner – ITV Drama - Dark Heart

April '18

Line Producer: Adam Knopf | Production Coordinator: Florian Cassel-Delavois | 3rd AD: Nic Pringle

- Production assistant floor runner at ITV office base and location unit base

UNSCRIPTED PRODUCTION EXPERIENCE

Junior Production Manager – Tucci – The Heart of Italy – BBCS for Nat Geo

Feb '24 – present

Executive Producers: Stanley Tucci and Ben Jessop | Line Producer: Mandy Weller

Production Coordinator – Universe – BBC Studios for BBC2 & PBS

Mar '20 – Jan '22

Executive Producer: Gideon Bradshaw | Line Producer: Jenny Scott | PM: Charlotte (Charlie) Bennett

- Logistics and planning for Prof Brian Cox 5 x episode landmark series - setting up international and UK shoots during the Coronavirus Pandemic

References available on request.

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

- Supervising VFX workflow in post, and responsibility for and management of the post budget
- Supporting creation of deliverables for BBC and PBS

Production Coordinator – Coronavirus: A Horizon Special – BBC Studios for BBC2 Mar '20
Executive Producers: Helen Thomas & Rob Liddell | Production Manager: Giselle Corbett

Production Coordinator

Pluto: Back From The Dead – BBC Studios for BBC 2 & Discovery Dec '19 – Mar '20

Hubble: The Wonders of Space Revealed – BBC Studios for BBC2 & Discovery Aug '19 – Dec '19

Executive Producer: Steve Crabtree | Production Manager: Raewyn Dickson

- Logistics and call sheets for US shoots ('Hubble' 100mins feature and 'Pluto' 60 mins)
- Working with US locations and BBC Business Affairs to sign off paperwork and access permits
- Raising contracts for crew, requisitions for US contributors, raising POs & managing the budgets
- Overseeing edit schedule, booking VOs, organising graphics contracts

Production Coordinator – 'Hush' Taster for C4 – Expectation Entertainment July 2019

Production Exec: Jo Bucci | Production Manager: Laura Bate

Production Coordinator – Lord Mayor's Show 2018 – BBC Studios for BBC1 Oct '18 – Nov '18

Producer: Ben Harris | Production Manager: Laura Bate

- Logistics for TX day and VT shoots, crew accreditation, hotels and travel, billings and paperwork

Production Coordinator – Proms 2018 – BBC Studios for BBC4 May '18 – Sept '18

Executive Producer: Francesca Kemp | Series Production Manager: Michael Ledger

- Responsible for music timing during shows and setting up VT shoots with the Editorial Team
- Booking contracts, fast fees, requisitions, raising POs and postproduction paperwork

Production Assistant – Eurovision 2018 – BBC Studios for BBC1/BBC4 April '18 – May '18

Production Manager: Sara Hulme | Production Co-ordinator: Jen Bollom

Production Assistant – Amazing Hotels: Series2 – BBC Studios for BBC2 Sept '17 – Mar '18

Production Managers: Max Brunold & Kate Ryan | Production Co-ordinator: Casey McConnell

Production Assistant – The Secret Helpers – BBC Studios for BBC 2 Oct '16 – Mar '17

Production Manager: Max Brunold | Production Co-ordinator: Gail Padron

EDUCATION

MA in Geography, 1H | BA in Geography and Psychology, 2:2H | University College Cork, Ireland.

OTHER IMPORTANT INFO AND INDUSTRY TRAINING

Full clean driving licence | Irish/EU Passport holder | Based in Hertfordshire/London.

Proficient using Microsoft Office, Dropbox and Google Drive.

Production Lab HETV Master Class – ScreenSkills and thecallsheet.co.uk – Imogen Gay course leader.

Albert Sustainable Production Training – Bafta | PC to PM (Factual) – BBC Studios |

Multiple ScreenSkills courses complete covering mental health, harassment & bullying, unconscious bias, diversity, equity and inclusion in the workplace and safeguarding for all.