

JOANNE JONES

Based in Liverpool
07961620480 joanne-jones@sky.com
Full UK Driving License, Car Owner, Willing to travel.

PERSONAL STATEMENT:

A highly motivated & experienced Art Department professional with a proven track record in Television Production, adept at delivering high quality work under tight deadlines in an ever-changing creative environment. I have strong communication and IT administration skills; I learn quickly, can work strategically, analytically and with attention to detail.

RELEVANT EXPERIENCE/CAREER SUMMARY:

May 2017 – Present Art Department Coordinator, Hollyoaks, Lime Pictures

Skills & experience:

- Applied operational knowledge of Excel to collate an accurate record of artist allergy & dietary requirements delivered via Outlook to ensure food provided on set met with Health & Safety guidelines.
- Resourced freelance cover for Buyers, Graphics, Set Dressers, Design Runners, Construction and Painters, processed contracts, met weekly deadlines to produce & upload payroll spreadsheets onto Payflow portal & processed right to work documents for hiring team.
- Recognised the need and implemented the shift of all work-based communication from a social media platform to a more effective Microsoft Teams platform, improving communication, ensuring enhanced security for confidential file sharing, more efficient forward planning to ensure deadlines were met and created a better work/life balance.

May 2007 – Apr 2017 Standby Props, Hollyoaks, Lime Pictures, CH4

June 2016 – Aug 2016 Standby Art Director, The Evermoor Chronicles, Lime Pictures, Disney Channel (12 episodes)

May 2014 – Sep 2015 Standby Props, Evermoor, Lime Pictures, Disney Channel (21 episodes)

July 2003 – May 2007 Design Assistant, Hollyoaks, Lime Pictures, CH4

May 2001 – July 2003 Design Assistant, Brookside, Mersey TV, CH4

Mar 1999 – Apr 2001 Studio Hand, SHOP TV, Granada, Littlewoods Shopping Channel

Training:

Employment Law – TUC
Neurodiversity Awareness
Working with Autism
Unconscious Bias
It's ok, not ok,
Giving Feedback
Gender, Health & Work
Inclusive Leadership
Risk Awareness
Fire Marshall
BECTU Workplace Branch Secretary

Education:

Production & Performance Technology Diploma, LIPA
11 GCSE'S (GRADE C+) Hagley RC High School

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