







SHANNON EDMONDSON

PRODUCTION MANAGER

CONTACT

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SKILLS

- Cost and variance reporting, forecasting costs, and managing budgets of all sizes (up to £8M) using Navision/JustProduce, PMI & Excel ; petty cash; credit card reconciliations; processing invoices. Writing budgets and schedules.
- Production set-up incl. staffing, scheduling & budgeting, liaising with commissioners / funders, negotiating deliverables, assisting with contracting, production insurance & internal systems.
- Managing complex clearance, compliance and business affairs issues throughout production & post (including E&O, fair dealing / fair use, best endeavours)
- Hiring, managing and training production staff (incl. runners, loggers /PSs/PCs/JPMs.) Understanding IR35 & paying PAYE, SHED D & LTD.
- Experienced with managing and working with sensitive contributors, children (incl.child licensing), animals/wildlife, and high-profile talent.
- Setting up complex shoots worldwide for a variety of genres, incl. drama recon, fixed-rig & high-risk (hiring crew & fixers, negotiating terms & deals, sourcing & securing locations, permits, visas, carnets, travel, accommodation, logistics, kit)
- Post-production paperwork (incl. Silvermouse) and deliverables, running post schedule for various broadcasters (Netflix, channel 5, channel 4, ITV, BBC)
- Worked on locations across the globe (America, Baku, Russia, Spain, France)

PROFILE

I am a highly organized production manager, with 8 years of experience across a variety of programme genres; these include **reality TV, factual entertainment, children's TV, live sport, and documentary**. Throughout my career I have been responsible for creating, planning, organising, managing, forecasting, and reporting on significant project budgets, schedules, and workflows. My last few projects have involved difficult logistics and budgets, filming in remote locations around the globe, staggered edits, specialist filming equipment, dealing with multiple broadcasters and their deliverables. I have a proven track record of being organised and responsive meaning I am able to quickly and efficiently resolve a various of operational and financial issues in a fast-paced working environment.

WORK EXPERIENCE

- MARRIED AT FIRST SIGHT - S4**
PRODUCTION MANAGER

 - Filming with multiple/large teams across locations in the UK and overseas.
 - Conducting detailed risk assessments and obtaining additional insurance for cast activities.
 - Collaborating with gaffers, sparks, art teams, and other HODs for studio rigging in a warehouse.
 - Supervising and coordinating studio filming days with over 150 individuals (cast and crew).
 - Managing a substantial budget, forecasting, cash flow, payroll, invoices.

OCTOBER 2023 - APRIL 2024
CHANNEL 4
- LOVE IS BLIND UK - S1**
PRODUCTION MANAGER

 - Set up & enforced filming, duty of care and H&S protocols on location.
 - Created first series risk assessment for all aspects of the production.
 - Rigged filming apartments, speaking with HODs to make sure all requirements were met.
 - Supervised large scale filming in apartments every day for PD/DV, story, execteam.
 - Across off site filming at multiple locations with multiple crew members. (stag, hen, suit & dress)

JULY 2023 - OCTOBER 2023
NETFLIX
- TEEN MOM UK - S9**
PRODUCTION MANAGER

 - Responsible for a fast turnaround edit, managing schedule with multiple edits running simultaneously.
 - Reviewing changes, checking clearances and delivering files to channel after QC.
 - Liaising with channel about delays and re-doing schedule if needed.

JUNE 2023 - JULY 2023
MTV
- THE INCIDENT ROOM - S1**
PRODUCTION MANAGER

 - Extensive archive clearance for complicated stories, dealing with deal negotiations.
 - Across studio rig, crew schedule and day to day running on set.
 - Drama recon filming, dealing with agents & deal memos.
 - Working with producer to breakdown script, work out schedule, locations & characters needed.

MAY 2023 - JUNE 2023
CHANNEL 5
- MARRIED AT FIRST SIGHT - S3**
PRODUCTION MANAGER

 - Dealing with compliance and legal issues throughout the entire filming and casting process
 - Managing and reporting all costs, invoicing & Payroll
 - Setting up multiple shoots, securing locations and managing cast/talent and team members throughout the filming period.

JAN 2023 - MAY 2023
CHANNEL 4

TEEN MOM UK: NEW GIRL; SERIES 1 | PRODUCTION MANAGER

TRUE NORTH PRODUCTIONS | MTV | REALITY TELEVISION | MAY 2022 – JAN 2023

TEEN MOM UK: SERIES 8 | PRODUCTION MANAGER

TRUE NORTH PRODUCTIONS | MTV | REALITY TELEVISION | NOVEMBER 2021 – MAY 2022

MTV'S LIVING THE DREAM: SERIES 2 | PRODUCTION MANAGER

TRUE NORTH PRODUCTIONS | MTV | REALITY TELEVISION | AUGUST 2021 – OCTOBER 2021

TEEN MOM UK: HERO AND BIRTH STORIES | PRODUCTION MANAGER

TRUE NORTH PRODUCTIONS | MTV | REALITY TELEVISION | SEPTEMBER 2021

TEEN MOM MEETS: SERIES 1 | PRODUCTION MANAGER

TRUE NORTH PRODUCTIONS | MTV | REALITY TELEVISION | JUNE 2021 – AUGUST 2021

MIA BOARDMAN: SURVIVING DOMESTIC VIOLENCE | PRODUCTION MANAGER

TRUE NORTH PRODUCTIONS | MTV | DOCUMENTARY | MAY 2021 – JUNE 2021

HOMES UNDER A HUNDRED: DEVELOPMENT | PRODUCTION MANAGER

NAKED | DEVELOPMENT PROGRAMME

JACK WHITEHALL: TRAVELS WITH MY FATHER; SERIES 3 | JUNIOR PRODUCTION MANAGER

TIGER ASPECTS | NETFLIX'S | TRAVELOGUE | FEBRUARY 2021 - MAY 2021

THE GREAT HOUSE GIVEAWAY: SERIES 2 | SENIOR PRODUCTION COORDINATOR

CHWAREL | CHANNEL 4 | PROPERTY SHOW | DECEMBER 2020 - FEBRUARY 2021

COUNCIL WORKERS: DEVELOPMENT | THE BORO | SENIOR PRODUCTION COORDINATOR

DRAGONFLY TV | BBC 2 | DOCUMENTARY | NOVEMBER 2020 – DECEMBER 2020

FOUR IN A BED: SERIES 18 | PRODUCTION COORDINATOR

STUDIO LAMBERT | CHANNEL 4 | REALITY TELEVISION | SEPTEMBER 2020 – NOVEMBER 2020

DON'T UNLEASH THE BEAST: SERIES 1 | SENIOR PRODUCTION COORDINATOR

CPL PRODUCTIONS | CITV | CHILDRENS TV | JUNE 2020 – SEPTEMBER 2020

REVENGE PRANK: SERIES 1 | PRODUCTION COORDINATOR

GOBSTOPPER TV | MTV US | HIDDEN CAMERA | NOVEMBER 2019 – JUNE 2020

THE SURJURY: SERIES 1 | STUDIO PRODUCTION COORDINATOR

GOBSTOPPER TV | CHANNEL 4 | STUDIO | OCTOBER 2019 - NOVEMBER 2019.

DIRTY HOUSE GUEST: SERIES 1 | PRODUCTION COORDINATOR

GOBSTOPPER TV | CHANNEL 5 | FACTUAL ENTERTAINMENT | OCTOBER 2019 – NOVEMBER 2019.

TEEN MOM UK SERIES 6 & 7 | PRODUCTION COORDINATOR

TRUE NORTH PRODUCTIONS | MTV | REALITY TELEVISION | MAY 2019 – OCTOBER 2019.

STUDIO PILOT | LIVE PRODUCTION COORDINATOR

TRUE NORTH PRODUCTIONS | CHANNEL 4 | JUNE 2019 – JUNE 2019

THE VALLEYS – NEW BEGINNINGS | PRE - PRODUCTION COORDINATOR

TRUE NORTH PRODUCTIONS | MTV | APRIL 2019 – MAY 2019.

TEEN MOM YOUNG & PREGNANT | PRODUCTION COORDINATOR

TRUE NORTH PRODUCTIONS | MTV | DECEMBER 2018 – JANUARY 2019

TEEN MOM UK SERIES 5 | PRODUCTION COORDINATOR

TRUE NORTH PRODUCTIONS | OCTOBER 2018 – FEBRUARY 2019