

Emily Andreasson

- HETV & Feature Production | Scripted Development | PA/EA -

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[IMDB](#) | [LinkedIn](#)

25+ | Full, clean driver's licence

Fluent in English & Swedish, Level 1 BSL

IN-HOUSE

Wild Mercury, London — Assistant to MD

JAN 2025 - FEB 2025 | TEMP CONTRACT (COVER)

- Assisting Managing Director and BAFTA-winning Producer Derek Wax with diary management, technical support and personal assistance.
- Setting up external meetings in person and virtually with high-profile Talent or Writers
- Updating the Development Slate and tracking progress of development projects
- Assisting with press launches and crew screenings for the release of **FEAR** (Amazon).

Kudos Film & TV, London — Production Coordinator (In-House)

JULY - DEC 2024 | TEMP CONTRACT (COVER) | **HOUSE OF GUINNESS / GRANTCHESTER S10**

- Assisting BAFTA-winning Head of Production, Alison Barnett, with diary management, organising internal/external meetings and sorting all T&A requirements for HODs.
- Liaising with freelance production teams for any assistance required in prep and shoot.
- Collating and submitting materials for RTS, C21, Rose D'OR and BAFTA Award submissions
- Assisting with Kudos Development, Post Production and Legal BA team meetings as well as conducting Kudos training events for external partnerships
- Reports H&S accidents, filing candidate CVS, script reports, progress reports and call sheets etc for HETV series - **Grantchester (S11)** and **House of Guinness**.

FREELANCE

Kudos Film & TV / Netflix - Post Production Secretary (HETV)

MARCH 2025 - PRESENT | **HOUSE OF GUINNESS**

- Assisting the Exec Producer, Post Producer and Post Supervisor with administration.
- Organising Visas, CoS, and all T&A for high-profile talent travelling across EMEA.
- Cross-checking contracts and allocating credit for each episode of the series.
- Note-taking on Spotting Sessions, Cast & Crowd ADR or any other creative appointments.
- Liaising with Accounts for invoicing, card reconciliations, POs and contract queries.

MGM Studios — Production Secretary (Feature)

MAY 2023 - APRIL 2024 | LONG-TERM CONTRACT | **HEDDA**

- Strong administration and coordination capabilities, executing contracts and assisting with T&A requirements.
- Handling confidential scripts, cast lists and memo distribution with utmost discretion.
- Organising virtual/live meetings, preparing documentation, taking minutes, and sending follow-up emails.
- Demonstrated excellent written and verbal communication, rapid response time and forged strong professional relationships with high-profile crew.

Various — Runner, Marshall & Production Assistant (HETV/Features)

OCTOBER 2022 - MAY 2023 | LONG-TERM CONTRACTS & DAILIES

- Printing scripts and call sheets for upwards of 150 crew, assisting with Production admin i.e. booking couriers, filing documentation and organising internal events.
- Acting as crowd and floor runner, with good radio etiquette, driving frequently on short notice for Productions.
- Subtitling and providing feedback on social media content that go on to be published across clients' social media channels (predominantly Facebook and Instagram).

Full Scripted production credits detailed on page 2 >

DEVELOPMENT

Script Reader | Freelance

Various | Jan 2025 - Present

Understanding clearances in HETV

thecallsheet.co.uk / ScreenSkills | June 2024

HETV Working with Deaf Cast and Crew

TripleC / ScreenSkills | June 2024

HETV Access, Approaches and Actions Foundations training

TripleC / ScreenSkills | May 2024

Final Draft training for HETV

thecallsheet.co.uk / Screenskills | Sept 2023

Step Up to Production Coordinator

thecallsheet.co.uk / Screenskills | Oct-Dec 2022

THEATRE EXPERIENCE

Co-Founder & Assistant Producer, The Chanticleer Players

July 2015 - August 2022

Edinburgh Fringe Productions:

The Mystery of the Wee Pirates Curse (2019)
The Mystery of the Bonnie Sporrán & the Loch Ness Monster (2022)

Springboard Graduate Week

Birmingham Hippodrome & Birmingham Repertory Theatre | July 2020

Drama Scholarship

St George's College | 2012-2017

EDUCATION

MA Film & TV: Research & Production

University of Birmingham | 2020 - 2021
Pass with Distinction

BA Drama & English (Joint Honours)

University of Birmingham | 2017 - 2020
First Class (1:1) - 4.0 GPA

References available on request.

CREDIT LIST

CONTRACTS

PRODUCTION	GENRE	PROD. CO	ROLE	TEAM	DATES
HOUSE OF GUINNESS	HETV	KUDOS FILM & TV / NETFLIX	POST PRODUCTION SECRETARY	EXEC: ELINOR DAY PP: KAREN GORDON	MAR '25 - NOW
HOUSE OF GUINNESS / GRANTCHESTER (S10)	HETV	KUDOS FILM & TV	PRODUCTION COORDINATOR (IN-HOUSE)	HoP: ALISON BARNETT EXEC: GEOFF DIBBEN	JULY - DEC '24
HEDDA	FEATURE	MGM STUDIOS	PRODUCTION SECRETARY	EXEC: MICHAEL CONSTABLE PM: CECILY COLAHAN	MAY '23 - APRIL '24
THIS TOWN	FEATURE	KUDOS FILM & TV / BBC	PRODUCTION ASSISTANT	LP: CHARLES BATES PM: MARK GUTHRIE	FEB - MAY '23
FAKE SHEIKH	FACT.	INDEFINITE FILMS	DEVELOPMENT PA	DIR: BRUCE GOODISON PROD: KATE COOK	JAN - FEB '23
THREE LITTLE BIRDS	HETV	TIGER ASPECT/ITV	PRODUCTION ASSISTANT	LP: SARAH DIBSALL PM: JOE SHARPE	OCT - DEC '22
RED, WHITE & ROYAL BLUE	FEATURE	AMAZON STUDIOS	COVID SECRETARY	EXEC: MICHAEL CONSTABLE PM: CECILY COLAHAN	APRIL - JULY '22
THE WITCHER (S3)	HETV	NETFLIX	COVID SECRETARY (CAST)	CC: ALEXANDRA PAIN	NOV '21 - APRIL '22
THE PEOPLE WE HATE AT THE WEDDING	FEATURE	AMAZON STUDIOS	COVID PA	PM: LIZA CARMEL CCO: RICHARD GOLD	SEPT - NOV '21

DAILIES

PRODUCTION	GENRE	PROD. CO	ROLE	TEAM	DATES
SWITZERLAND	FEATURE	INDEPENDENT	PRODUCTION ASSISTANT	EP: MICHAEL CONSTABLE PM: TIAN BOYCE	(1) FEB '25
CITADEL S2	HETV	AMAZON STUDIOS	LOCATION MARSHAL	FREELANCE	(1) NOV '24
A QUIET PLACE: DAY ONE	FEATURE	PARAMOUNT	CAST & CREW SCREENING ASSISTANT	FREELANCE	(1) JULY '24
JAY KELLY	FEATURE	NETFLIX	PRODUCTION ASSISTANT	PM: BENJAMIN KOZEL	(3) APRIL '24
DOCTORS (S23)	CDS.	BBC STUDIOS	SET PA	PM: ANDY RICHARDSON	(15) JUL - SEPT '23
CITADEL S1	HETV	AMAZON STUDIOS	LOCATION MARSHALL	LA: RICKY SANTOS	(1) NOV '21
MISSION: IMPOSSIBLE 7	FEATURE	PARAMOUNT	LOCATION MARSHALL	LM: BEN FIRMINER ALM: JASMINE BURRIDGE	(15) AUG - SEPT '21
WHY DIDN'T THEY ASK EVANS?	HETV	BRITBOX ORIGINALS	COVID PA	CCO: STEVIE JERAM CPA: PHOEBE BURNS	(2) JULY '21