

Accomplished Senior TV Production Manager • IT, Events, Marketing, PR Agency Background

PROFESSIONAL SUMMARY

Over two decades of experience as a Production Manager in the television industry, starting in 1998. Delivered a wide range of content to both domestic and international broadcasters across various genres and formats. A proven track record of overseeing projects exceeding £1 million, from initial development stages through pre-production, filming, post-production to wrapping up projects, through meticulous planning, resource allocation, and financial control. Ensures projects are delivered on time and within budget constraints. Thrives in fast-paced, dynamic environments and adept at handling pressure. Comfortable navigating through evolving stakeholder needs and shifting priorities. Takes ownership of tasks and collaborates closely with teams to achieve shared goals and bring creative visions to fruition.

Dedicated professional with a strong passion for television production, making meaningful contributions to the industry. Equipped with extensive experience, strong budgetary skills, and a proactive attitude towards new and exciting productions.

Let us collaborate and 'make things happen', together!

AREAS OF EXPERTISE

PROFESSIONAL SKILLS:

TV: Documentaries | docudramas | reality | daytime TV (scripted) | light entertainment (scripted) | sports (scripted/unscripted) | outside broadcasts | live events | branded content | magazine | series | studio | gallery | chat shows | set builds | SNG and ENG shoots | news conferences | award ceremonies | promos | radio adverts | corporate training | animation films | PR agency | on location | domestic / worldwide travel experience | sustainability | Albert.

Marketing: Eight years experience. A Regional Communications Officer, for the Office of Fair Trading (a UK Government department responsible for protecting consumer interests). Solely responsible for creating regional marketing strategies and bids, to reach 3.2% of the North East population (2.5 million people). Managed regional events | campaigns | print media | asset management | sourced branded items globally | B2B | B2C | worked with local authorities and venues | stakeholder wrangling, to ensure campaigns success and consumer engagement.

Technical Skills: Information Technology degree and a Masters degree in computer programming and design. Understands how AI can streamline production. Adobe (including Photoshop / Director etc) | Premier packages | Macromedia (Final Cut Pro etc) | MS Office (for PC & Macs) | Google docs | UNIX | Paprika | SAP | Workplace | FS6 & FS7 cameras | drones | editing | raw programming, a few programs include | Excel | Turbo Pascal (A-Level project-created Dental Database) | HTML | CSS.

✔ Budget | Staff | traffic | change | production team management ✔ Cost | staff analysis ✔ Talent | vendor | supplier negotiations | onboarding ✔ Strong leader motivating | developing | building teams ✔ Training | coaching ✔ Excellent IT skills

CAREER HIGHLIGHTS

Account expansion: Proven track record of achieving significant cost savings in productions through strategic forecasting and planning. At Media Zoo, consistently achieved a 60% margin on each project, leading to repeat business and record-breaking quarterly figures. Oversaw the delivery of 50+ productions within the first six months, demonstrating efficiency and ability to manage multiple projects, effectively.

Efficiency Increase: Adapt and improvise, build strong groundwork for organisations and enhance productivity for each unique production, with extensive pre-production research, provide robust team support and delegate effectively to ensure project success. Evaluate, modify workflows to shifting project dynamics/tight deadlines, for stakeholders all while remaining calm and adaptable.

Cost savings: Set budgets for each production, monitored with line by line cost tracking. Source travel, accommodation, locations, equipment and crew. Negotiate rates and agreements, to fit budgets of all sizes. Can quickly gain insight and plan and apply acumen to each production, while fostering communication across internal, stakeholder, suppliers and freelance teams.

Staff Management: Development/emotional well being | line/vendor/talent management | analysis of staffing | team collaboration | resource | schedule | production/traffic management | budget/cost report | compliance risk health/safety management | QC | interview | negotiate | onboard | writing contracts | meet company processes and procedures.

Random Facts:

- Gained a World Record 2017 for [The Fastest Hole of Golf](#), at the Open de España 2016 golf tournament.
- ETP's "Little Interviews", with child actor Billy, one shoot included One Direction singer, [Niall Horan](#). Billy was later cast as King Charles III, in the Netflix drama The Crown.
- Channel 5's first Big Brother series (S12). The house flooded one week before the "guinea pigs" were due to enter, days before going live. Worked closely with UMs/crew to get the house in order, fully crewed live shows, negotiated rates etc.
- BBC 1's Saturday Kitchen - Ate lamb (cooked by the home economist) for actor Larry Lamb!

PROFESSIONAL EXPERIENCE

AV Rental Services (Cowley, Uxbridge) , Barnardo's UK (West Drayton, Hillingdon) & Senior's Citizens Tea Party (Uxbridge, UK)

Volunteer: 2023-Current

- [AV Rental Services](#). Assist with kit orders. Set up AV and IT equipment for events, including voting systems and screens.
- Online Research Volunteer [Barnardo's](#). Conduct research and prepare items for sale, to support the store's quarterly targets.
- [Senior Citizens Tea Party](#). Assist with food and refreshments at monthly events, providing support to 50+ guests and fellow volunteers, set/clear tables, prepare/serve food, tidy and wash up. Comfortable with socialising with people.

Production Manager at [Freeform Productions](#), Hertfordshire, UK

A Place in the Sun: What Happened Next? (S1) | Channel 4 | 05-08/2023 (Scripted with TV credits)

A documentary/reality travel series, which is presenter/script led. Revisits programme 60' x 10 part series TXed on Channel 4, in January 2024. *Tric Awards winner- "A Place in the Sun" Best Daytime Show 2023, beating This Morning and Escape to the Country!*

- Joined in the middle of the extremely busy production, streamlined previous shoots across Greece, Spain and Portugal. Orchestrated cross-team travel management (with the main show team) for crew, house hunters, talent and chaperones, including returning Presenter Amanda Lamb.
- Negotiated rates with talent agents, freelancers and hotels. Wrote contracts and ensured timely completion of required documents by house hunters before filming. Provided 24/7 support to the on-the-road team.
- Very quickly understood filming to delivery. Implemented new systems and improved financial forecasting for the remainder of the series. A creative solution finder.

The One Show | BBC1's Daily Flagship Show

- **Factual entertainment:** Organised content for the BBC magazine programme, alongside "A Place in the Sun-What Happened Next?" Produced a range of factual video segments, such as "Life After Football" (Presenter-led) and "It's a Barbie World", coinciding with the Barbie film launch in July 2023, with appearances of actors in the One Show studio. Helped to complete post-paperwork delivery to BBC, using Silvermouse.

Senior Production Manager at [Media Zoo](#), London, UK Formed part of the Senior Leadership team

PR Agency | 01/2022-02/2023

[Media Zoo](#) is a leading creative communications agency specialising in leverage behavioural sciences, to build solutions for corporate clients, including luxury brands (Burberry), IT companies (PwC) and HSBC, Tesco, The Body Shop, to name a few, through film, PR, learning, scripted learning, media training tutorials, digital marketing, graphic design and animation.

- **Project Management & Communication:** Led project planning, team meetings, and gave department updates for over 130 staff members, facilitated communication and collaboration. Acted as a conduit and gatekeeper between departments, managed project updates and information, in Paprika. Created estimates, tracked job costs, and maintained a comprehensive overview of projects, forecasted potential overruns and peak periods, to optimise project outcomes.
- **Workflow Management & Conflict Resolution:** Managed multiple schedules, identified issues proactively, and provided solutions to prevent clashes. Skilled in diplomatic communication, resolved conflicts within departments and negotiated with stakeholders, to ensure timely project delivery.
- **Creative Delivery & Operational Efficiency:** Ensured timely delivery of all creative requirements, within company guidelines and frameworks. Communicated contractual deadlines to teams, ensured smooth operations and project execution.
- **Financial oversight and Business Development:** Developed budgets aligned with client proposals. Reviewed client rate cards with Executive Producer (EP) to develop Statements of Work (SOWs). Supported sales efforts secured repeat business, and oversaw project implementations from start to finish, ensured budget compliance, client satisfaction to project sign offs.
- **Team Leadership and Engagement:** Held 1-2-1s for a team of 15. Provided support for individual needs and mental health issues, and managed team holidays effectively.
- **Production Coordination & Workflow Improvement:** Coordinated all filming activities for the production management team. Identified new workflows, provided training and growth opportunities, to enhance team member's careers.
- **HR & Operations Management:** Led recruitment with EP, onboarded, contract managed new staff and freelancers. Collaborated with various departments to ensure smooth operations and compliance.

Production Manager & Post Production Manager at [Whisper TV](#), London, UK

UEFA SEASON 2021/22 | BT Sports | 07/2021-12/2021 (Scripted weekly UEFA magazine show & other content)

- **Production Set Up & Management:** Assisted in setting up the new UEFA production at [Whisper TV](#), implemented new processes, workflows, rate cards, crew database updates, production policies, and COVID protocols. Established business relationships with hub crews worldwide, negotiated rates and budgeted shows through June 2022.
- **Project Coordination & Delivery:** Managed fast turnaround shows, met tight deadlines in a demanding environment while ensuring client expectations were met. Collaborated closely with UEFA stakeholders, uploaded post-production documents for international broadcasters, via the UEFA hub.
- **Production Crew Management & Safety Compliance:** Crewed and managed complex call sheets for scripted magazine shows and other productions events, ensured adherence to health and safety protocols and COVID-19 restrictions. Handled contracts, freelancer onboarding, and compliance with IR35 regulations.

- **Post Production Coordination & Editing:** Transitioned into a post-production role, oversaw complex edit schedules and large-scale editing operations across multiple suites, simultaneously. Managed post-production crew, editors, quality control processes, and post-production bookings for football shows until June 2022.
- **Rights Management & Paperwork:** Acquired knowledge in rights management, music clearance, archive clearance, and completion of post-production paperwork.

Production Manager at Chelsea FC, London, UK *Mid Management*

Location shoots & Live OBs | Season 2020/21 | Sky Sports & [ChelseaFC.com](https://www.chelseafc.com) | 04/2021-07/2021

- **Broadcast Partnerships & Coverage:** Collaborated with the FA to cover UEFA men's and women's, UEFA Champions League (Porto, Portugal), Premier League match day coverage and U18s matches.
- **Production Management & Operations:** Created call sheets and risk assessments. Managed schedules for outside broadcasts and forecasted/budgeted additional kit and freelancers (talent, camera operators, editors, producers). Handled invoicing, budget reconciliation, wrote contract, permits, accreditations, liability insurance, contributor release forms. Arranged satellite feeds, line bookings and downlinks or live games on social media platforms.
- **Resource Management & Crew Coordination:** Resources and managed broadcast coverage, outside broadcast games and remote match day operations. Organised full gallery crew for home games and live training pressers, phased crew and talent back into the studio at CFC, after COVID restrictions. Created crew bubbles for safety.

Production Manager at IMG Media, Greater London, UK

[European Tour Productions](#) | [Premier League Productions](#) | [Various IMG Productions](#) | [Sky Sports](#) | 08-2011/07-2020

(Scripted shows (with TV credits) stated below)

- **Production Management & International Operations:** Independently managed European Tour Productions scripted series including "The Challenge Series" in 2014 and 2015. Oversaw forecasting, budgeting, recce, and logistics for shoots across Europe and international locations, with travel to Kazakhstan, Azerbaijan, and Dubai, with crew and kit. Managed the Main Tour Highlights, branded content, promos, radio adverts, studio hires (as well as training Europe's Ryder Cup Captain 2018), and ad-hoc productions. In the Premier League, I worked on the weekly magazine show, "The World Show".
- **Financial Oversight & Operations:** Created budgets, forecasts, and purchase orders, organised post-production paperwork, and managed payment follow-ups. Collaborated with stakeholders together with Account Directors, Executive Producers, Legal/Lawyers, health and safety, finance, and crew. Managed crew databases, schedules, and freelance bookings for domestic and international shoots.
- **International Logistics & Broadcast Coordination:** Organised complex logistics for same-day highlights in Dubai, secured local crew for live broadcasts, and organised satellite feeds for international broadcasters.
- **Post-Production & Compliance:** Managed paperwork completion (PAP), music clearance, permits, contracts, visas, insurance, and risk assessments for content delivery to global broadcasters in the UK, UAE, and US. Detailed knowledge of workflows, ensured high-quality content delivery, through collaboration with IMG Production Services and stakeholders.
- **Other Event Operations:** Oversaw major events including [The Nature Valley Open](#) 2018 and shadowing a PM at Wimbledon Live 2018. Involved in [Amazon US Open 2018](#) (Tennis Live-IMG Studios) and [UFC](#) scripted and studio/live shows, UFC Fight Night 145, on-site in Prague 2019, adapted to new systems and managed on-site crew.
- **Branded Original Content:** Solely managed branded and original content projects for Premier League Productions (PLP) and ETP, including Guinness World Record shoot for [The Fastest Hole of Golf](#), scripted interviews with celebrities (including the [Matt Wallace Prank](#)) and various golf-themed productions for Sky Sports, ETP, PLP and IMG.

Other Productions: [Visions OB/Roll to Record](#)-Outside Broadcast productions included Channel 5's first Big Brother (S12), Don't Tell the Bride 2011, Saturday Kitchen with James Martin, sporting, marketing events and studio pilots for chat shows. **ESPN Star Sports**-Onsite at 13 x Wimbledon Tennis Championships and 1 x US Open Tennis Championship.

EDUCATION & CERTIFICATES

Creative Multimedia (MA), [Teesside University](#), Middlesbrough, UK // Grade-Pass

- **Further Technical Skills:** Advanced skills gained in packages including Adobe Premiere for video editing and storyboarding.
- **Masters project:** Coding for online accessibility, demonstrating expertise in web development and ensured content was accessible to all users.

BSc (Hons) Multimedia, [Teesside University](#), Middlesbrough, UK // Grade-2:1

- **Technical skills:** Proficient in programming languages including HTML, JavaScript, CSS, Visual Basic, Turbo Pascal, and SQL (SAP, Oracle). Experienced in graphic design and multimedia content creation using Adobe software (Premiere, After Effects, Photoshop), Macromedia (Director, Dreamweaver, Flash), Autodesk 3ds Max, and Microsoft tools (PowerPoint, Visio, Visual Studio). Also familiar with FTP, WinZip, and virtual reality technologies (VRML).
- **Professional Experience:** Sandwich year working at [Hewlett Packard](#), Brussels, gained practical and IT experience.

REFERENCES

- Available on request.