



Jack Whitby CV

Personal Information

FIRST NAME / SURNAME	Jack Whitby
ADDRESS	Bristol or London
TEL	07825 260945
EMAIL	jack.b.whitby@gmail.com
DESIRED POSITION	Production Secretary

Experience

DATES	March 2021 - September 2021
POSITION	Floor runner/Production Assistant/Secretary
RESPONSIBILITIES	Responsibilities developed from general production administration i.e. sending out scripts and amendments, corresponding between departments, maintaining production calendar and logs. To helping organise travel and accommodation, arranging couriers, Albert and hiring kit for departments.
PRODUCTION COMPANY	Mammoth Screen ; Kudos ; Mam Tor
FORMAT/TITLE	TV / McDonald's and Dodds S3 ; Chloe S1 ; Grantchester S7
DATES	October 2021 - May 2022
POSITION	Assistant to Dara McClatchie
RESPONSIBILITIES	Covid Assistant. Development and management of a large PPE inventory, distribution of PPE around the production, administering of PPE to crew and recording PPE supply levels in the inventory.
PRODUCTION COMPANY	STDA
FORMAT/TITLE	Film / Napoleon
DATES	May 2022 - September 2022
POSITION	Assistant to Sandra Stewart
RESPONSIBILITIES	Accounts Assistant. Float management of several production Equals, Pleo cards, Handling of confidential information, document administration of production forms including Right to Work, CHITs, Invoices, Mileage Forms, Stunts Forms, Meal Allowances, Payslips, SchedD, Crew Deals, Invoices.
PRODUCTION COMPANY	Kudos
FORMAT/TITLE	TV / The Sixth Commandment

Other experience

Additional Credits working on Kraven the Hunter for Sony as an assistant to Paul Howard, on a variety of commercials for Production Switchboard and in development of a documentary project in association with Spring Films.

Education and Training

DATES	2014-2017
QUALIFICATION AWARDED	BA 2nd
PRINCIPAL STUDIES	History
INSTITUTION	University of Leeds
DATES	2011-2013
QUALIFICATION AWARDED	AS-A2 Levels (A-B)

 Curriculum Vitae