

LAWRENCE DINH

lawrenced067@gmail.com • 07892 914340

Manchester / North West based, willing to travel • Full UK driving licence with own car

PROFILE

Production Management Assistant and Education Coordinator with a varied background in both location and studio-based Children's Factual Entertainment, as well as arts outreach and concert management. Eager to pivot into roles such as Production Secretary / Runner in Scripted TV and HETV production. Recent graduate of the *HETV: Building Your Career Portfolio* training course by *ScreenSkills & Media Trust*.

KEY SKILLS

- Diverse experience in TV production, concert, and stage management
- Diplomatic/interpersonal skills when communicating with talent, agents, artists, facilitators & business partners
- First Aid on Location trained
- Enhanced DBS checked
- Competent in BBC systems: myBusiness, SmartBook, FastFees, Silvermouse, MyRisks, Albert
- Budget management of up to £5k
- Strong work and time prioritisation
- Organisational and managerial skills
- Flexible and adaptive worker
- Self-motivated and strong work ethic
- Strong IT competency
- Graduate of ScreenSkills' *HETV: Building Your Career Portfolio 2024* training programme cohort.

EDUCATION

The University of Manchester

Sept 2016–July 2019

- Bachelor's in Music (Hons), 2.1

St Joseph's College, Stoke-on-Trent

Sept 2009–July 2016

- AAB at A Level in Maths, Chem, Music
- 8A*, 2A at GCSE inc. English, Maths

EXPERIENCE

Production Management Assistant & Presenter Liaison **Blue Peter S65&66, BBC Studios • Mar 22–Present**

- Primarily supporting the Film team; managing presenter diaries; and acting as PA to the Editor on *Blue Peter*.
- Setting up location shoots – creating call sheets, raising crew contracts, hiring kit, applying for child licences, organising travel, dealing with contributors & parents.
- Managing budgets of up to £5k for small location shoots.
- Liaising between different prod teams and talent/agents to schedule all Blue Peter-related presenter work – location shoots, studio dates, VO, travel, and other misc bookings.
- Acting as script supervisor for location pre-RX episodes such as the Summer BP Garden and Halloween specials.

Production Management Assistant **Live Lessons S2, BBC • Dec 21–Mar 22**

- Raising talent contracts; helping with child licencing; coordinating catering, travel, and logistics for OB studio blocks; completing post-prod paperwork with the PM team.
- Supporting the editorial team collect UGC from schools, youth clubs and talent agents; clearing archive footage.

Production Management Assistant **Grace's Amazing Machines S4&5, BBC • May–Dec 21**

- Part of the PM team on RTS award winning children's STEM programme *Grace's Amazing Machines S4&5*.
- Coordinating travel, accommodation, and PCR testing for a 25-week consecutive run of location filming across the UK.
- Logging and reporting costs to the Production Manager.
- Writing post-production scripts for delivery.

Education Coordinator (Freelance)

Northern Chamber Orchestra, North West • Nov 19–Present

- Developing arts outreach projects with a range of partners across education, care homes and other community groups.
- Setting and monitoring budgets for all projects.
- Coordinating facilitators and artists; managing workshops and concerts on the day.
- Responsible for the H&S/safeguarding of vulnerable people.

Head Concert Manager 18/19, Concert Manager 17/18 **Manchester University Music Society • Sep 2017–Jun 2019**

- Organising over 30 concerts from development to the final event – liaising between artists, ensembles & venues.

References available on request.

GDPR This CV may be kept on file and distributed for employment purposes.