

Maddie Perrins Production Secretary

07887 494 978 | maddsperrins@gmail.com | Bases in London & Bristol | British & EU Passport

I am a collaborative and detail-driven Production Secretary with a strong foundation across features and HETV. I thrive in fast paced production offices, bringing a calm, organised, and solutions-focused approach. I'm passionate about visual storytelling and driven to progress, always seeking new challenges to grow my skills in production.

FILM AND TV EXPERIENCE

ROLE / DATE	PRODUCTION	POINT OF CONTACT
Production Secretary Jan - May 2026	Meantime Expectation TV	Line Producer: Paula Watkins Production Manager: Cat McNamara Prod Coordinator: Maddie Ross APOC: Erhard Zurawka
Key Responsibilities: Travel & Accommodation (cast and crew, unit move, TMO's, hire vehicles), Clearances, Stunt Contracts, Prep Diary, training (cast, HoDs, crew), DBS Checks, SetKeeper, vendor log, driving plates.		
Production Assistant Dailies - Dec 25	First Day on Earth HBO	Production Manager: Adanna Adams Prod Coordinator: Bradley Kelly
Key Responsibilities: Assisting with the readthrough, greeting cast and execs, setting up room.		
Producers Assistant Nov 2025	Goodbye June Netflix / Working Title	Co-Producer: Tina Pawlik
Key Responsibilities: Organising cast & crew screening at BFI Southbank, assisting with SFX shoot days.		
Production Assistant Dailies - Oct 25	Supacell S2 Netflix	Prod Coordinator: Toni Amporful APOC: Giles Elliott Prod Secretary: Dylan South
Key Responsibilities: PA cover, logging crew contracts, rushes runner.		
Production Secretary April - Oct 2025	Prodigies Sister Pictures / Apple TV	Production Manager: Cat McNamara Prod Coordinator: Maddie Ross APOC: Erhard Zurawka, Giles Elliott, Jeevan Sandhu
Key Responsibilities: Crew contracts with Team Engine, kit hire, assisting with T&A (cast accommodation, visas, unit move to Japan, taxis), RTW checks, pulling sides, wrap gifts, Scenchronize, vendor logs, asset sale.		
Production Assistant Jan - April 2025	Goodbye June Netflix / Working Title	Co-Producer: Tina Pawlik Production Manager: Adanna Adams Prod Coordinator: Bradley Kelly T&A Coordinator: Maddie Ross
Key Responsibilities: Distribution lists, T&A support (taxis, couriers, logs, AutoPay for hired vehicles, sourcing cast requests), AAG, POs (DPO), suppliers list, water for set, tech recce support, studio security lists.		
Production Assistant Dec 2024	& Sons Elevation Pictures	Prod Coordinator: Jess Harrison-Boond APOC: Chris McGarry
Key Responsibilities: Asset sale, SetKeeper, clearance research.		
Production Assistant Aug - Nov 2024	The Witness Netflix / STV Productions	Line Producer: Katie Player Production Manager: Avneet Kaur Prod Coordinator: Tom Gordon
Key Responsibilities: Unit list, cast lists (confidential & non), cast grid, distro lists with Netflix prodicle, asset sale, contract filing, assisting with Albert, water for set.		
Production Trainee (Dailies) July 2024	Urchin Dream Space Pictures	Prod Coordinator: Tom Gordon Production Secretary: Jasmine Bell
Production Runner April - July 2024	The Great British Bake Off Love Productions	Production Coordinators: Saharla Ismail, Niall Conroy

SKILLS & TRAINING

- Final Draft
- Scenchronize, SetKeeper, Netflix Prodicle
- Albert: Sustainability in Feature Film Production, Jan 2025
- First Aid Certificate, Oct 24
- Fire Warden Level 1, Safe Elephant, Sept 24
- Mark Milsome Film & TV Safety Passport, Nov 2023

EDUCATION

- King's College London, Film Studies BA 2.1 (hons) & AKC** - KCLB Bursary recipient, Widening Participation Bursary
- University of California, Los Angeles** - Film and TV Department Exchange, Broadening Horizons Scholar
- University of North Carolina Chapel Hill** - Summer exchange: War Studies & Photojournalism