

Naomi Jones

Production Secretary

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Bases in: Manchester, Leeds

Personal Summary

I am continuing to develop my skills as a Production Secretary with a view to advance to Assistant Production Coordinator within the next year or two. In my current role, I am responsible for completing the show's Albert certification. I am also amending and distributing the cast lists as well as arranging the travel and accommodation for cast and crew.

Skills

- Organising travel and accommodation including international flights.
- First Aid Trained (valid until 2027)
- Albert trained (valid until 2027)
- Keeping detailed spreadsheets and records.
- Printing call sheets, sides and other production paperwork.
- Clearances via Silvermouse
- Money handling and reconciliation.
- Assisting with diary management/ arranging meetings
- Corresponding with cast, agents, and crew.

Experience

January 2025 – July 2025	Production Secretary	AFTER THE FLOOD (Series 2) Quay Street Productions	Production Manager – Jenny Farrent Production Coordinator – Becca Williams
November 2024 – December 2024	Production Secretary	IT'LL BE ALRIGHT ON THE NIGHT (Series 37) Lifted Entertainment	Production Manager – Annette McGarvey Edit Coordinator – Lucy Tomlinson
September and December 2024 8 Days	Production Runner	FILM CLUB Gaumont	Production Manager – Emmett Barlow Production Coordinator – Joseph Taylor
October 2024 2 Days	Producer's Assistant	CITIZENCON 2024 (Convention Live Stream) NOMOBO	Senior Producer – Sanne Habets Creative Producer – Michael Khiavi
November 2023 – July 2024	Production Secretary	LAZARUS Quay Street Productions	Production Manager – Jenny Farrent Production Coordinator – Becca Williams
May 2023 – October 2023	Production Secretary	PROTECTION New Pictures	Production Manager – Jenny Farrent Production Coordinator – Becca Williams
May 2023 8 Days	Production Runner	A GENTLEMAN IN MOSCOW eONE Productions	Production Manager – Kerri Burbidge Production Coordinator – Emmett Barlow
April 2023 8 Days	Production Runner	FOOL ME ONCE Quay Street Productions	Production Coordinator – Ashley Scott Production Coordinator – Anna McNamara
April 2023 8 Days (Prep)	Production Runner	THE STOLEN GIRL Quay Street Productions	Production Coordinator – Leah Blackaby APOC – Richard Farr and Joseph Taylor
March 2023 9 Days	Production Runner	BOILING POINT (TV Series) BBC	Production Coordinator – Bryony Hooper

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August 2022 – February 2023	Production Runner	COBRA (Series 3) New Pictures	Production Manager – Jenny Farrent Production Co-ordinator – Becca Williams
August 2022 1 Day	Runner	ITALIA 94: THE BEAUTIFUL GAME Double Act TV	Producer – Jamie Seal Producer – Lucy Balbirnie
August 2022	Runner	MESSAGE IN A BOTTLE Stage2View	Producer – Austin Shaw
March 2022- July 2022	Rushes Runner	BETTER Sister Pictures Ltd	Production Coordinator – Lucy Eaton-Whitfield APOC – Keely Milovsorov

References

Available on Request.