

JULIE ROBERTS

Production Secretary & Sustainability Coordinator

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Doncaster | Cardiff | Whitby | UK-wide | Malta

Full EU Driving Licence (C1)

Available 28 June 2026 for UK-wide location work

PROFILE

Production Secretary with experience from prep to wrap on international feature films and HETV productions, alongside a growing focus on sustainability coordination and delivery. Currently undertaking Sustainability Manager training with Screen Alliance North, combining production office experience with sustainability planning, carbon reporting, crew engagement and practical on-set delivery. Friendly, organised and adaptable, with a calm, practical, people-focused and collaborative approach to supporting busy productions.

KEY SKILLS

Production Office: Crew onboarding, unit lists, TMOs, visas, POs, petty cash, budget tracking & crew comms. MS Office, Google Suite, Set Keeper, Scenechronize & Docusign.

Locations & Logistics: Set running, lock-off & floor support. Community & supplier liaison. Heritage site experience.

Sustainability: Albert, PEACH, Pear & Plum carbon tracking & reporting. Sustainability planning, crew engagement, on-set monitoring, data collection, waste reduction and wrap reporting.

Additional: NEBOSH Health & Safety Certificate · Quallsafe FREC 4 First Responder in Emergency Care · DBS checked

INDUSTRY EXPERIENCE

Sustainability Coordinator	<i>The Travel Writer</i>	Temple Hill Entertainment Ltd.	15 Feb - 03 Apr 2026
Prod. Secretary & Sustainability Officer	<i>Psyche</i>	Double Garage Films Ltd., Malta	04 Oct - 27 Nov 2025
Prod. Secretary & Sustainability Officer	<i>Enola Holmes 3</i>	Latina Pictures (Legendary) Malta	14 Apr - 07 Aug 2025
Production Trainee (Sustainability)	<i>Here We Go S3</i>	BBC Comedy Productions Ltd.	13 Oct - 17 Oct 2024
Production Assistant	<i>Zipline</i>	Paul Parker Films Ltd., Malta	31 Jul - 07 Aug 2024
Location Marshal	<i>The Sandman S2</i>	Gate 4 Productions (Warner)	Jul 2024 (Dailies)
Location Marshal	<i>Havoc</i>	Havoc Film Ltd.	Jun 2024 (Dailies)
Location Marshal	<i>Good Boy</i>	RPC Good Boy Ltd.	Jun 2024 (Dailies)
Location Marshal	<i>The Choral</i>	Gerontius Productions (Sony/BBC)	Jun 2024 (Dailies)
Production Assistant	<i>Band of Spies</i>	Malta Production Hub (Paramount)	03 Oct - 03 Dec 2023
Production Assistant	<i>Gladiator II</i>	Latina Pictures Ltd. (Paramount)	Jun - Aug 2023

PREVIOUS PROFESSIONAL EXPERIENCE

25+ years in senior roles across UK & Malta in placemaking, commercial property, operations management, including positions with Warner Bros., Prudential PPM, CBRE, Rotherham Borough Council, Bay Street Holdings, Townsquare and the British High Commission.

PROFESSIONAL DEVELOPMENT

Sustainability Manager Training	Screen Alliance North · 2026
BAFTA Albert Sustainability Champion	BAFTA Albert Academy · 2025
Carbon Literacy Certificate	Carbon Literacy Project · 2025
Sustainability for Locations, Film & HETV	BAFTA Albert Academy · 2024 - 2025
Sustainability for the Screen Industries	ScreenSkills · 2024
Film & TV Production Safety Passport	Mark Milsome Foundation · 2023
NFTS Location Marshall for Film & TV	NFTS Leeds · 2023

EDUCATION

PGDip Knowledge Based Entrepreneurship	University of Malta
BA (Hons) Service Sector Management (2:1)	Leeds Metropolitan University
NEBOSH National Health & Safety Certificate	Prudential Property Managers, Kings Langley
Quallsafe Level 4 First Response in Emergency Care	Lambda Medical, Leeds