

# TAMMY SNOW

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## Production Coordinator

Based – Manchester and the North West

Clean driving licence with own car, over 25 and business insurance

I am a trained Drama Practitioner who has made a career move into TV production Management. Previously I specialised in working with young people at risk of the judicial system, disengaged and from disadvantaged backgrounds.

- Coronavirus basic awareness on production training. (Screenskills certificated).
- Managing Covid 19 Risks on Production (First Option)
- Digital Production Management trained
- DBS Certificate (Sept 2021) and on update service
- Experienced working with Talent, Contributors and Agents
- Creating call sheets
- Albert+ Trained
- Proficient user of Microsoft Word, Excel, Slack, Google Docs, FTrack, Set keeper and Sharepoint
- Silvermouse
- Setting up shoots and hiring kit

### Work History Credits:

#### Bitesize Daily – Production Coordinator – (September 2021 – Current)

BBC

• BBC Systems • Silvermouse paperwork • Responsible for Studio logistics • Maintain Covid protocols • Creating and disseminating call sheets • Booked accommodation and travel • Worked with talent, Contributors and agents • Responsible for Printing and Disseminating Scripts as well as Edit Scripts • Updating finance logs • Setting up shoots • Trouble shooting

#### Shipwreck Treasure Hunters – Production Coordinator (June 2021-August 2021)

Honey Bee Media - Sky

• Liaised with all crew • Sorted logistics • Booked accommodation and travel • Produced and disseminated call sheets • Maintained Finance records • Production Organisation • Troubleshot any problems • Worked with talent

#### Almas Not Normal - Covid Secretary (April 2021- June 2021)

Expectation Entertainment - BBC

• Coordinated the testing schedule for cast and crew • Created a database and updated throughout the shoot as well as all relevant paperwork • Liaised with all departments • Worked with talent • Dealt with logistics of the testing regime

#### Terry Venables - Feature Doc - Production Runner (April 2021)

Up and Away Film Entertainment – Sky

• Worked with VIP Talent • Liaised with location staff • Responsible for refreshments • Petty Cash handling

#### Hometown (2) - Production Runner (March 2021)

We Are Forest – BBC 3

• Ordering lunches • Driving vehicles • Contributor paperwork • Other general running duties

#### Milo (52 x 11' episode) Animation (Nov - Dec 2020)

Fourth Wall - Milkshake, Channel 5

• Updated Production Report • Liaised with colleagues in all departments • Production Data Analysis • Learnt Pre-production and animation production processes • Created Production Trackers • Used Ftrack, Slack, Excel, Office 365 and Google Docs

#### The World According to Grandpa (Work Exp, 2 days, Jan 2021)

Grandpa Productions – Milkshake, Channel 5

• Observing a fixed rig 4 camera studio (virtual) • Production Office – Observation - Call sheets and other production processes (virtual production office)

#### CBBC Short – Wonton Warrior (Work Experience, 1 day, Jan 2021)

Grandpa Productions - CBBC

- Production office - Onboarding crew (Virtual production office)

### Relevant training:

#### Sharp Futures – Digital Production Management Course (Sept 2020 – Dec 2020)

Through Masterclasses Q and As and Workshops delivered by Industry professionals the following was covered

- Introduction to Animation, TV, Advertising, Radio and Gaming
- TV terminology, Production roles, Processes - Albert +, call sheets, set etiquette and budget sheets.
- Animation processes, budgets, funding, terminology and departments
- Project management tools

### Workshop Seminars

- Get the Knowledge: The Essentials and Detail of working with under 18s (Screenskills)
- Mentee for Childrens TV – (Screenskills - ongoing)
- Albert+ Training - Bafta
- Production Bootcamp – Manchester -Sky

### Previous Employment History:

#### The Men's Room – Support and Development Worker (2012 – 2014)

- Client group were male sex-workers and young men at risk of the judicial system
- Engaged with service users on a one to one basis, creative sessions, detached and outreach sessions
- Administrative tasks, petty cash handling and Collated data for monthly and end of year reports.

### Education:

Lancaster University: Bachelor of Arts in Performing Arts (2:2)

References: Ewan Vinnicombe-Wallis and Dee Hendry (Contact details on request)

This may be kept on file and distributed for employment purposes