

AYANNA GOLDING

ayanna.golding@hotmail.co.uk

PRODUCTION / TALENT MANAGEMENT

Birmingham Based (willing to
relocate/travel)

PERSONAL SUMMARY

An experienced coordinator with over seven years experience of working within talent and production teams. I have previous experience in a range of genres including Games Shows, Talent Shows, Talk Shows, Fact Ent, Reality, Studio and location. Trained in a variety of tasks from raising contracts, processing invoices/POs, creating and posting job adverts, shortlisting CVs and completing pre/post production paperwork.

KEY SKILLS

- Creating call sheets
- Booking Hire Cars, Travel and Accommodation
- Albert/Silvermouse - Post Production Paperwork
- Working alongside and chaperoning high profile talent
- Background Checks
- Working on location and in studio environments
- Music Clearances
- Availability Checks/Hiring Talent
- Microsoft Office
- Right to Work

PRODUCTION MANAGEMENT

CURRENT:

Production Coordinator - Studio Lambert - Squid Games: The Challenge S2. Jan 2025

Working on location as Cohort Lead responsible for the contestants; making sure they are in their correct locations and on time. Being on call for any questions/queries when isolated before filming. Handling sensitive data. Logging any complaints/problems that arose for welfare. Overseeing a group of runners.

Production Coordinator - Afro- Mic Productions- If Walls Could Talk S2. Dec 2024

Creating call sheets, card rec's completing background checks, Getting location agreements/release forms signed. Point of contact for crew when on location for any problems that may arise.

Production Coordinator - Afro- Mic Productions- Secrets of The Christmas Market. Oct - Dec 2024

Working alongside the Head of Production on an Obs Doc for Channel 4. Spending 5 weeks on location, creating call sheets, booking flights, accommodation, ferry's, hotels and hire cars. Hiring kit, overseeing runners and getting release forms signed. Post production paperwork and card reconciliations.

Production Secretary - Afro- Mic Productions- Our Big Day. July - Nov 2024

A new TV series for Paramount. Booking accommodation and travel, creating call sheets, leasing with suppliers, booking crew and collecting references Background and DBS checking. Location filming clearances and getting location please forms signed.

Production Secretary - Afro- Mic Productions- Will and Ralf: Should Know Better S1. April - July 2024

Brand-new Talent-led travelogue series for Dave. Creating weekly call sheets, getting release, contributor and location agreements signed, organising are catering, leasing with companies, booking travel and accommodation. Music Clearances, dealing with any difficult situations as they arise and being the point of call for production when on location.

TALENT MANAGEMENT

Fremantle - Naked tv, Talent and Business Co-ordinator. October 2022 - April 2024

Working with the HOP and Production Execs providing vital support to ensure the smooth day to day running of the production business. Maintaining staffing/production schedules and tracking the availability of staff and freelance talent across productions. Running our social media talent pages (instagram and Facebook). Providing management information including KPI's, production updates and headcount reporting. Maintaining key documents like the Production Management bible. Carrying out right to work checks, providing management reports on staff and freelancers. Designing and implementing a Naked induction process for new joiners. Helping the DOO & HOP to plan Talent & PM forums across the year, including booking guest speakers/masterclasses.

Lifted Entertainment, Talent Assistant. Jan 2021 - October 2022

Assisting the Talent Exec and Talent Manager to find editorial crew to hire. Leasing with Production Execs, Coords and Secretaries to create and post job adverts, Managing our social media pages and answering any questions freelancers had. Meeting with junior talent for 1:1 sessions; offering CV and Cover Letter tips, advice on how to network in the industry and where to find entry level roles. Crewing for junior roles on our productions as well as managing lifted Entertainment & Possessed Work Experience pool which included running monthly virtual sessions with our pool members. Leasing with production teams to create work experience placements suitable for new entrants.

PREVIOUS RUNNER EXPERIENCE

Britain's Got Talent, The Apprentice, The Johnathan Ross Show, The X factor, The greatest Dancer, Don't Hate The Playaz, Lenny Henry Presents, Trust Morecambe and Wise.

QUALIFICATIONS

University of Bedfordshire; BA (Sons) Television Production, 2:1 (2016-2019)
South and City College; Level 3 Extended Diploma in Creative Media; Triple Distinction

REFERENCES AVAILABLE ON REQUEST

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