

MICA GALLOWAY

Prod Coord/Prod Sec/PA

 07469203115  micaimogalloway@gmail.com  Full UK licence  Reading - Willing to travel
 Available from Jan 2026  PART Trained  Albert trained

PROFILE

I have 3+ years experience in production management within unscripted TV, where I've developed a range of transferable skills. I've worked in multiple settings - Studio, Office/WFH and Locations in the UK and Abroad - on fast factual and entertainment shows. I'm also looking to progress within the HETV and Film Industries as I thrive in dynamic, fast-paced environments.

SKILLS

- Clear Communicator
- Calm Demeanour
- Highly Resourceful
- Problem Solver
- Logistical Coordination
- Extremely Organised
- Production Planning and support
- Communicate with various HODs
- Coordinate shoot logistics
- Manage onset shoots
- Adaptable to schedule changes
- Finance tracking

EDUCATION & TRAINING

Albert Academy - Sustainability Workshop: Television Production - Valid from Dec 24 til Dec 26

All Spring Media - 3rd Assistant Director Skills Boot camp - Nov 24 - Dec 24 (2 week training course)

City&Guilds PART (Practical Accredited (Children's) Regulations Training) Certificate - Valid from Nov 24 - Oct 27

ScreenSkills - Training Passport Certificate: Safeguarding for all and Tackling harassment and bullying at work - Valid from Jan 26 - Jan 27

ScreenSkills - Introduction to sustainability for the screen industries - Valid from Jan 26 - Jan 27

University for the Creative Arts - BA Hons First Class in Television and Media Production - September 2017 - June 2020

EXPERIENCE

Role	Industry	Production	HODs	Dates
Production Secretary	TV	Ru Paul's Drag Race UK S8 World of Wonder - BBC Competition/Reality	LP: Allison Dore JPM: Katie Crisp JPM: Roop Ramsden-Gupta	Jan 26
Location Marshall - Dailies	Film	Werwulf Mirage Pictures/Universal	Floor LM: Louis Cunningham-Reid	14th Nov 25
Production Coordinator	TV	Escape to The Country S26 & S27 (50x45' & 15x60') Fremantle: Naked West - BBC Factual Daytime	PM: Erin Bateson	Mar 25 - Nov 25
Production PA - Dailies	MMP	'Sunbeam' Truham Boys - Netflix Romance Comedy/Drama	PM: Evelyn Rooney APOC: Kim Glasgow	27th Jul 25
Production Coordinator	TV	I Escaped to The Country S10 (5x45') Fremantle: Naked West - BBC Factual Daytime	PM: Erin Bateson	Jun 25 - Aug 25
Production Secretary	TV	Ru Paul's Drag Race UK vs The World S3 World of Wonder - BBC Competition/Reality	LP: Allison Dore JPM: Katie Crisp	Dec 24 - Mar 25

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Role	Industry	Production	HODs	Dates
Production Secretary	TV	RuPaul's Drag Race UK S7 World of Wonder - BBC <i>Competition/Reality</i>	LP: Allison Dore JPM: Katie Crisp	Dec 24 - Mar 25
Production Coordinator	TV	Escape to the Country S25 (55 x 45') Fremantle: Naked West - BBC <i>Factual Daytime</i>	PM: Erin Bateson	Mar 24 - Oct 24
Production Coordinator	TV	I Escaped to the Country S9 (5 x 45') Fremantle: Naked West - BBC <i>Factual Daytime</i>	PM: Erin Bateson	Jun 24 - Aug 24
Production Secretary	TV	Cooking with the Stars S4 South Shore - ITV <i>Competition/Reality</i>	PM: Natalie Halls	Feb 24 - Mar 24
Production Secretary	TV	Too Hot to Handle S6 Fremantle Talkback Thames - Netflix <i>Reality</i>	PM: Lottie McGann PM: Damien Rickwood	Oct 23 - Dec 23
Production Secretary	TV	Junior Bake Off S9 Love Productions - Channel 4 <i>Competition/ Reality Ent</i>	PM: George Constantine PM: Jen Chandler	Jun 23 - Sep 23
Production Secretary	TV	Mamma Mia! I Have a Dream Fremantle Talkback Thames - ITV <i>Competition</i>	LP: Paul McDonagh PM: Lottie McGann	May 23 - Jun 23
Production Coordinator	TV	Coast to Coast Food Festival Freeform Productions - BBC <i>The One Show VT Inserts</i>	SP: Michelle Heeley PM: Linda Glendinning	Jun 22 - Sep 22
Production Secretary	TV	A Place in the Sun S16-S17 Freeform Productions - Channel 4 <i>Factual Daytime</i>	SP: Michelle Heeley PM: Linda Glendinning	Feb 22 - Apr 23

REFERENCES

Available on request

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