

# Aimee Levick

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## PROFILE

I have gained a great deal of experience from my previous production jobs. I have excellent organisational and communication skills. I pride myself on my professional approach to work and am keen to further develop my career within production.

## KEY SKILLS

- I am hard working, punctual and reliable
- I am a good team player, but can also work independently
- I am enthusiastic, outgoing and sociable
- I am efficient, reliable and can work to tight deadlines
- I have a professional approach to my work and pride myself on my honesty and integrity
- I am highly proactive
- I hold a clean driving license

## PRODUCTION EXPERIENCE

### **Vice UK Ltd – Branded content team – VMG (R29 / i-D / VICE)**

05/01/22 - Present

Senior Production Manager

### **Vice UK Ltd – Branded content team – Vice+**

01/04/19 – 05/01/22

Production Manager

### **Vice UK Ltd – Branded content team – Vice+**

01/04/18 – 01/04/19

Junior Production Manager

### **Vice UK Ltd – Branded content team – Vice+**

12/01/16 – 01/04/18

Production Co-ordinator

### **AMV BBDO Ltd – Branded content team**

Flare online content department – 29/09/14 – 18/12/15

Production Co-ordinator

- Working across various projects for online content films for YouTube
- Creating schedules for each job that comes through.
- Working alongside the Junior Production Manager to ensure time plans fit within the budgets we have for shoot days, edit days, crew time etc

- Helping to coordinate various shoots happening at one time across several different locations, including some overseas
- Booking crew, extras, kit for each project that comes in
- Reconciling and managing floats for each shoot, ensuring there is no money owed
- Creating call sheets and movement orders
- Creating travel itineraries when producers have a shoot overseas along with the rest of the crew
- Booking travel – flights, accommodation, trains etc for each shoot
- Raising POs and processing invoices on a daily basis

#### **'5 Archive' – Various List Shows**

Objective Productions / Channel 5 – 13/01/14 – 19/09/14

Production Secretary

- Completing post production paper work for music, stills and footage
- Liaising with agents with regards to confirming guests for each show
- Completing contracts for each guest that is on the show
- Dealing with the legal department for any contract queries
- Booking guests transport to and from the studio
- Managing junior members of the team to ensure they are handing back float at the end of each day and that they are meeting and greeting each guest who comes through
- Creating call sheets for each show – this could be up to 4-5 times a week
- Booking crew and equipment
- Confirming locations when shooting in a studio/location anywhere other than our usual studio

#### **'John Bishop's Christmas Show'**

Lola Entertainment – BBC – 11/12/13 – 17/12/13

Production Secretary

- Arranging per diems for each crew member on shoot day
- Setting up crew members onto the production company system
- Sending out contracts for each crew member and for each artist to their agents
- On shoot day ensuring everyone has signed their contract
- Organising runners so that enough food and water is available for the day

#### **'Silent Witness XVII'**

BBC – 04/03/13 – 29/11/13

Production Secretary

- Booking crew, kit and locations for each block of filming
- Sending out deal memos to each crew member

- Ensuring contracts are signed and filed away
- Raising POs and processing invoices for each supplier
- Creating and updating on a weekly basis a contacts document containing all useful contacts used throughout the shoot
- Sending out call sheets on a daily basis
- Organising accommodation, flights and transport for over 80 members of cast and crew
- Going through each script in great detail, alongside a negs check and ensuring the clearance of all props, paintings, music etc before going into production
- Booking in each cast member's medical and costume fittings – liaising with agents and costume designer.
- Supporting production co-ordinator by taking on some of her responsibilities whenever her work load was too high e.g checking call sheet, booking crew and liaising with the line producer
- Managing the runner to ensure any props/lunch/costumes that needed picking up were done so quickly and efficiently

#### **'Starlings II'**

Baby Cow Productions – SKY – 16/07/12 – 23/11/12  
Production Secretary

#### **'Friday Download'**

Saltbeef TV – CBBC – 16/04/12 – 13/07/12  
Production Secretary

#### **'European Tour Productions'**

IMG – January 2011 – 13/04/12  
Production Assistant

#### **'Golfing World TV'**

IMG – September – December 2010  
Production Assistant (Script Supervision)

#### **'FHM Stand Up Hero 2010'**

Baby Cow Productions – ITV 4 – 17/09/10 – 19/09/10  
Floor Runner

#### **Work Experience at Baby Cow Productions – 12/07/10 – 27/07/10**

### **EDUCATION**

**York St John University** - Undergraduate film and television production – 2.2

**Esher College** - A levels in English Literature (B), Media Studies (B), Theatre Studies (C)

**Tolworth Girls School** - 10 GCSE's A-C

## **WORK HISTORY**

**01/07/08 – 01/09/08:** Admin officer on a seasonal basis for RBK - Social Services Department.

**01/10/05 – 01/06/07:** Sales assistant for Paperchase.

## **REFERENCES**

Production Executive (Vice UK) – Clare Priestley  
07736 386 059

Production Manager (AMV BBDO) – Ian Douglas  
07736 386 059

Production Co-ordinator (BBC Silent Witness) – Emma Brown,  
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