

POPPI KNIGHT

ASSISTANT PRODUCER / RESEARCHER / PRODUCTION ASSISTANT

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UNSCRIPTED CREDITS

Producer - LET'S GET THIS SH*T GREENLIT [podcast] **July 2024 - Present**

- Edit engaging content and schedule uploads for the podcast's Instagram and TikTok accounts.
- Attend podcast recording sessions and assist the presenters with scripting.
- Help to search for and secure funding and guests.

Shooting Assistant Producer - Freeform Productions (A Place in the Sun): Spain & Malta
March - June & Oct - Dec 2023, Jan - April 2024

- Viewed and selected houses, searched for shooting locations and contributors to feature in each episode alongside the producer/director.
- Liaised with estate agents, handled receipts and float, organised lunches, and ensured all permission forms and permits were obtained.
- Wrote the shooting schedule, drove and assisted contributors, crew and talent, shot GV's using Sony FX6, and completed paperwork such as checklists and research for post-production.

Researcher - Atomic Television (Defending Europe): Remote **Dec 2023 - Jan 2024**

- Searched for and spoke to contributors for the Spain episode of this series for National Geographic.
- Fact-checked information from contributors and historians to be used in the script.
- Helped to secure and get access to filming locations for the shoot in Spain.

Logger - Shine TV (Celebrity Hunted): Remote **June 2023**

- Used the software, Blackbird, to watch, transcribe and keyword footage according to guidelines.

Researcher Coordinator - Sandstone Global Productions (Treasures of the World): London
Jan - Feb, March - Sept 2022

- Wrote treatments, prepared research dossiers, assisted with shoot set up, searched for contributors and supported the Series Director.
- Conducted archive research, script supervision at voice-over recordings, and fact-checked and proofread scripts.
- Searched for hotels and assisted with crew travel arrangements.

SCRIPTED CREDITS

Producer - FAGHAG [independent short film] **Nov 2024 - Present**

- Write budgets, prepare shoots, submit funding applications and secure crew.
- Assist the director with creative decisions, such as developing the story, and writing the pitch dec/treatment.

Co-Producer - William [independent short film] **August 2024 - Present**

- Received BFI short film funding in 2024 and scheduled to shoot in June.

Producer - The Birth of a Mall Goth [independent short film] **July 2024 - Present**

- Location scouting, casting, hiring crew and organising the shoot which is scheduled for end of March.

Producer Assistant - Nostromo Pictures (The Night Manager S2): Barcelona & Tenerife **Sept - Dec 2024**

- Assisted the producer, Matthew Patnick (The Night Manager, Peaky Blinders, You).
- Managed his calendar, scheduled meetings, organised travel arrangements and ran other personal errands.
- Liaised with other departments, including production, direction, and other HODs, to ensure smooth communication between them all.
- Informed him of cast start and finish dates, the agenda for each day, and any other reminders.
- Assisted with organising accommodation and travel for producers and cast.

Co-Producer - SCRAPs [independent short film] **Jan 2023 - March 2024**

- Assisted in finding crew, cast and locations to prep for the shoot of 'Scraps' - a short film directed by Zain Mohamed Dada.
- Prepared and launched a crowdfunding campaign which included assets and a trailer. The campaign was a success and we raised the funds to finish 'Scraps'.
- Ensured the edit ran smoothly and on time through post-production.

Production Assistant - Heroes 103 (Hotel Barcelona): Barcelona**Sept - Nov 2022**

- Assisted the 2nd AD at basecamp by organising cast fittings, sending shooting dates, running errands and creating daily sides for cast and crew.
- Greeted cast and background artists at basecamp and ensured they got to HMU, wardrobe and set on time.
- Communicated updates to cast and crew and assisted other ADs on set by keeping the shot clear.

Production Assistant - Sur Film (The Mother): Gran Canaria**Jan - March 2022**

- Assisted the 2nd AD at basecamp, prepared trailers and radios and took cast food and drinks orders.
- Greeted cast, such as Joseph Fiennes, Omari Hardwick and Gael Garcia, upon arrival at basecamp and escorted them to their trailers, fittings, HMU and set.
- Kept other ADs informed on the cast's whereabouts and timings and liaised with transport to arrange travel.

OTHER WORK

Floor Assistant - Genesis Cinema: London**June - Sep 2024**

- Worked as a barista in the coffee shop of the cinema. Served coffee, greeted customers, and kept the area clean and well-stocked.
- Sold tickets at the box office, kept screens tidy and clean, served popcorn and snacks to guests and provided warm and welcoming customer service.

Senior Copywriting Coordinator - Rakuten TV: Barcelona**Jan 2020 - Aug 2021**

- Rewrote all of the English copy for the platform and wrote or proofread other communication, including newsletters, social media, banners and scripts for videos.
- Onboarded a new translation agency and created a copywriting and translation bible.
- Got the English copy translated into the 14 other languages the platform was active in.
- Raised POs and sent invoices.

Graduate Content Programmer - Rakuten TV: Barcelona**April 2019 - Jan 2020**

- Scheduled content to go on to the platform for TVOD, AVOD, and SVOD.
- Amended pricing and launched promotions.
- Uploaded banners and lists.

EDUCATION

MA International Studies on Media, Power and Difference**Sept 2020 - July 2021**

Universitat Pompeu Fabra, Barcelona

- Ethics and media ethics, human and animal rights, global conflict, and environmental justice

The Into Industry Programme - Documentary Filmmaking**Nov 2017 - July 2018**

OTOXO Productions, Barcelona

- Within a group of 12 international filmmakers, received intensive training covering all areas of documentary production. Researched, wrote, shot and edited a 30-minute documentary.
- Organised a screening attended by over 80 people, crowd-funded and applied to film festivals where it won 'Second Place Social Documentary' at Beyond Earth Film Festival in Kolkata, 2018.

BA History and English Literature**Sept 2014 - July 2017**

Queen Mary University of London

- Philosophy and critical theory

ADDITIONAL INFORMATION

- **Languages:** English (native), Spanish (intermediate)
- **Skills:** Final Cut Pro X, CapCut, Canva, MS Office, Blackbird, Sony FX6, Canon C100, Final Draft 12
- **Other:** Spanish Residencia, Spanish & International Driving License

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