

# Samantha Weeks

Samanthajweeks@outlook.com | +44 (0)7807051155 | Based in Bristol, UK | Clean UK driving License

## Profile

A highly motivated and organised Junior Production Manager/ Senior Production Coordinator. I am a focused and dedicated team player and I enjoy creating a productive and fun working environment. I have over 14 years experience working across Natural History, Documentary and Factual programming with experience setting up a range of both foreign and UK shoots for various broadcasters.

## Key Skills

Project and logistical management | Budget management and PMI finance systems | Negotiation skills | Crew and supplier contracting | Studios shoots and live events | Line management | Albert sustainability | International and UK filming | Remote and high risk shoots | Archive sourcing and licensing | Pre and Post Production Paperwork including Soundmouse and Silvermouse | Visa Applications | Planning and scheduling | Legal Compliance | Reputational risk | Microsoft Office |

## Experience

### Junior Production Manager | BBC Studios | October 2021 – Current

- **Matriarch: A Jane Goodall Story** | Documentary | 1 X 90 | BBC Studios and PBS
- **Home Africa (WT)** | Natural History Landmark Documentary | 7 x 60' | National Geographic / Disney
  - I have been working within the production from pre production through to post production and delivery
  - Managed multiple international complex shoots across Africa including to hostile and remote locations
  - Responsible for preparing, managing and monitoring large production budgets, and for forecasting and reporting progress in line with best practice whilst assessing financial viability of content ideas
  - Ensured compliance with BBC and Nat Geo policies throughout the production
  - Accountability for ensuring all necessary rights were acquired for the complete delivery of production
  - Negotiated rates and contracts for a large amount of UK and Non UK freelancers, also gaining experience contracting through companies and projects such as Afrisos and Project Songbird
  - Planned and managed our deliverables schedule ensuring all Nat Geo deliverables were produced and delivered on time to meet milestone targets.
  - Worked closely with BBC stakeholders and our composer to coordinate, contract and attend music orchestra recordings
  - Line managed and mentored junior members of the production
  - Helped the production to meet sustainability goals by setting and communicating goals to key contributors and crew, ensuring the data was correctly collated, often thinking of new and practical ways crews could implement more sustainable processes including researching and helping to implement an in-country kit hub



**Production Coordinator | Studio Silverback /Silverback Films | August 2020 – October 2021**

- **EARTHSHOT: HOW TO SAVE OUR PLANET** | Environmental Documentary | 6 x 60' | BBC Studios and Discovery
  - Worked with high profile talent including celebrities and the royal family ensuring professionalism and discretion at all times.
  - Worked closely in a small team to set up over 99 shoots across the world in 6 months during a pandemic, showing huge problem solving skills and resilience.
  - Set up a large amount of remote shoots working effectively with non UK freelancers and filming teams across the world to communicate editorial vision and processes.
- **BREAKING BOUNDARIES** | Environmental Documentary | 1 x 90' | Netflix

**Production Coordinator | Icon Films | February 2019 – August 2020**

- **SECRETS OF THE MEGA AIRLINE FOOD FACTORY** | Documentary | 1 x 90' | Channel 5
- **SECRETS OF THE MEGA LANDFILL** | Documentary | 1 x 90' | Channel 5
- **SECRETS OF THE MEGA CHRISTMAS BUFFET** | Documentary | 1 x 90' | Channel 5
- **MYSTERIES OF THE DEEP** | Archive Documentary | 10 x 30' | Discovery
- **ALL YOU CAN EAT: SECRETS OF THE MEGA BUFFET** | Documentary | 1 x 60' | Channel 5
- **DISRUPTIVE BEHAVIOUR** | Documentary | 1 x 15' | Red Bull
- **THE SHARKS OF HEADSTONE HELL** | Natural History/ Science Documentary | 1 x 60' | Discovery
- **PRIMAL SURVIVOR SERIES 4** | Adventure Documentary | 6 x 60' | National Geographic
- **JEREMY WADE'S DARK WATERS** | Documentary | 8 x 60' | Animal Planet

**Production Coordinator | Mallinson Sadler | December 2017– July 2018**

- **DRAIN THE OCEANS** | Documentary | 9 x 60' | National Geographic

**Production Coordinator | Icon Films | July 2015 – April 2017**

- **PRIMAL SURVIVOR SERIES 3** | Adventure Documentary | 6x 60' | National Geographic
- **AFRICA'S GIANT KILLERS** | Natural History Documentary | 1 x 120' | Animal Planet / Discovery
- **SHAKE IT OFF: A LIFE WITH RESTLESS LEGS** | Science Documentary | 1 x 90' | Channel 5 and TCB Media
- **YETI OR NOT? / YETI: MAN OR BEAST?** | Science and Nature Documentary | 1 x 120' Animal Planet | 1 x 90'

**Production Coordinator | BBC Natural History Unit, Features and Docs | September 2013 – July 2015**

- **EARTH'S WILDEST WATERS: THE BIG FISH** | Factual Entertainment/Natural History Competition programme | 6 x 60' BBC 2 | 6 x 60' BBC Worldwide
- **THE ONE SHOW- HUMPBACK HEAVEN** | Natural History Inserts | BBC One
- **THIS WILD LIFE** | Natural History Observational Documentary | 10 x 30' BBC Two | 12 x 30' BBC Worldwide
- **NATURE'S MIRACLE ORPHANS** | Natural History Observational Documentary | 2 x 60' BBC One | 3 X 60' BBC Worldwide

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- **CHELSEA FLOWER SHOW LIVE** | Live Event | BBC One, BBC Two and BBC Red Button

### **Business Team Assistant and PA to Head of Production and Execs | BBC NHU, Features and Docs | February 2012 - September 2013**

- Liaised with internal and external stakeholders and acted as a focal point of contact for the department on behalf of the Head of Production and Production Executives providing efficient admin support

### **External Roles**

**Communications and Administration Officer** | NHS Bristol Press Office | June 2011 – February 2012

**PA to Director for Mental Health for Bristol and South Gloucestershire** | NHS | May 2011 – June 2011

**Career break to travel** | January 2011- May 2011

**Brand Ambassador** | Mash Marketing | Various 2010 - 2011

**Events Co-Ordinator** | Bath Racecourse and Conference Centre | July 2010 – October 2010

### **Education**

**University of the West of England** | Geography and Tourism BA (Hons) 2:1 | 2007-2010

**City of Bristol College** | A Levels – Law, Geography, Media | 2005-2007

### **Training**

Safe Management of Productions | First Aid In Remote Locations | Production Safety | Fair Trading | Safety at Work | Safeguarding Trust (NHU) | Post Production Paperwork | Data Protection | Copyright | Influencing Skills | Using Social Media in Business | Nat Geo Anti Bribery | Albert | Leadership Skills | PC to PM course | AI Essentials | How To Have Difficult Conversations

### **Personal Interests**

Travel | Camping | Walking | Literature