

# ROMY MORGAN

## CONTACT

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## SKILLS

ADMINISTRATION  
SCHEDULING/DIARY MANAGEMENT/TRELLO  
ACCESS/CASTING  
MS OFFICE  
LOCATION/OFFICE/STUDIO  
BOOKING KIT & CREW  
TRAVEL & ACCOMMODATION  
PMI/PAYMENT PROCESSING  
TEAMS  
ADOBE PREMIER/PHOTOSHOP  
UK & INTERNATIONAL SHOOT SETUP  
CRM SOFTWARE  
POST DELIVERABLES  
CALL SHEET/RISK ASSESSMENT  
COMPLIANCE  
BACKGROUND CHECKS  
RELEASES/PERMITS  
WELFARE/CHAPERONE  
LOGGING  
CARNET  
ARCHIVE  
5YR iVISA  
VALID DRIVING LICENSE / OVER 25

## EDUCATION

**BA (HONS) History of Art & Design**  
**University of Brighton**

2017-2020  
2:1

**BTEC in Performing Arts**  
**Cirencester College**

2007-2009  
DISTINCTION

## GCSE's

**Sir William Romney's School**

2002-2007  
MATHS, ENGLISH, SCIENCE

## PROFILE

Highly motivated and tenacious with experience setting up and attending complicated UK and foreign shoots under tight deadlines and in complex conditions. I'm a team player who is creative, organised and a strong communicator.

## WORK EXPERIENCE

**Production Co-ordinator Skills Bootcamp | All Spring Media/Pinewood Studios**  
**20th Jan 2025 - 31st Jan 2025, Chesham**

Training in logistics, finance, personnel, equipment and/or software knowledge for HETV & Film production.

**Location Assistant | ITV Studios**  
**23rd Sept 2024 - 27th Sept 2024, Brighton**

*Grace 5 (HETV)*

Assisting location management team on set/location

**Assistant Producer | Firecracker Films (Channel 4)**  
**Sept 2024 - 19th Sept 2024, Minehead**

*Open House S3 (Fact Ent)*

Supporting Senior PD on a fast moving hybrid rig-PSC shoot.

- Chaperoning multiple contributors, managing contributors schedule, monitoring welfare/updating log.
- Reporting back to SPD on story developments, IV questions, reacting quickly in a rapidly changing environment, note taking in gallery, floor managing

**Assistant Producer | Screendog Productions (Channel 5)**  
**November 2023 - March 2024, Brighton**

*The World's Most Luxurious Retirement Homes (Obs Doc)*

Worked under the executive producer on an observational documentary focused on luxury retirement homes across the US and the UK.

- Managed location access (recces & negotiation), planning, scheduling, identifying key storylines, dynamic risk assessments, release forms/permits.
- Managed casting; casting research/story finding, casting calls, writing contributor cards/bios, background checks, compliance, liaising/planning & identifying key storylines, managing contributors on location through to post.
- Worked as a two person team on location - assisting the PD on all international and UK shoots; managing shooting schedules, carnet, assisting with shooting script, IV questions, operating 2nd camera, logging, assisting with sound, production stills.

**Senior Researcher | Big Wave TV (Love Nature)**  
**September 2022 - October 2023, Brighton**

*My Best Friend's an Animal S1 (Specialist Factual)*

Lead researcher working under the series producer for a six-part specialist factual series exploring unique relationships between wild animals and humans.

- Worldwide casting research using social media and other creative methods; casting calls, composing story postcards/bios, background checks, managing contributors from prep to post, compliance.

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## WORK EXPERIENCE

- Story/location research & management, supported script writer/director when composing shooting script, managed permits/release forms, carnet, archive research, fact checking.
- Set up and scheduled complicated UK & international shoots e.g. filming underwater with seals & sharks, assisted director and DOP on location in the UK & USA, managed daily shoot schedule, managing contributors and locations, logging, data wrangling, production stills, driving crew.
- Coordinated shoots for the UK, USA and South Africa; booking kit, assisting with carnet, booking accommodation and travel, call sheets, release form/camera logs, ingesting footage, post production deliverables, reconciling spends, processing invoices, Albert, applying for i-Visa's.

### **Production Secretary | DSP (BBC 1)**

**May 2022 - September 2022, Brighton**

*Interior Design Masters S4 (Fact Ent)*

- Assisted coordinator & PM in office and on location with logistics, travel & accommodation (30+ crew), PMI, call sheets, schedules, background checks, plus working closely with talent and contributors on location.
- Took on additional responsibilities to coordinate episode 4 during the production coordinator's absence; booking crew and kit, running through call sheet and schedule with series producer / editorial team.

### **Data Wrangler | RDF Television (Channel 5)**

**April 2022 – May 2022, Kent**

*999 Cops and Paramedics (Obs Doc)*

- Managed data wrangling on location; transferring and backing up rushes on to external hard drives, checking labelling & logging data, organising safe transport of drives & working closely with PD's as they were working day & night shift patterns.

### **Researcher | Lambent Productions (Channel 5)**

**February 2022 – April 2022, Brighton**

*Women's Health: Breaking the Taboos*

- Contributor casting, story finding, factual & location research, composed shoot schedules, background checks
- Assisted PD on location, operating 2nd camera, logging, production stills and data wrangling.

### **Production Runner | Jamie Oliver Productions (Channel 4)**

**January 2022 – February 2022, London & Essex**

*One Pan Wonders (Cookery Show)*

### **Covid Marshall | Peacehaven Productions**

**7th Dec 2021 - 13th Dec 2021, London & Brighton**

*My Policeman*

### **Production Runner | Plum Pictures Ltd (Channel 4)**

**October 2021 – November 2021, London**

*The Great Cookbook Challenge with Jamie Oliver (Cookery Show)*

### **Production Runner | DSP (BBC 1).**

**June 2021 – September 2021, Brighton**

*Interior Design Masters Season 3 (Fact Ent)*

### **Production Runner | CPL Productions (E4)**

**April 2021 – June 2021, Brighton**

*Married at First Sight (Reality)*