
PERSONAL STATEMENT

I am a hardworking, self-motivated, resourceful individual with extensive experience leading creative projects from concept to completion. Skilled at collaborating with teams to achieve ambitious creative goals, I thrive in fast-paced environments, balancing strategic lateral thinking with meticulous budget and schedule management, ensuring optimal use while prioritizing the safety and well-being of all involved.

With a proven track record of establishing new series and sustaining returning ones, I deliver cost-effective solutions without compromising creative integrity. My experience spans diverse productions—live and pre-recorded, studio and location — both in the UK and internationally. I've managed complex elements such as VFX, SFX, stunts, hidden camera, animation, animals, general-public and children, both on and off screen, ensuring smooth execution across various genres.

I excel at building trusted relationships with production teams and external suppliers, fostering a collaborative environment. As an experienced recruiter and nurturing assertive leader, I assemble skilled teams, ensuring roles and responsibilities are clearly defined and we deliver a finished programme that complies with company guidelines, policies, and values. My leadership inspires open communication and high performance under pressure.

After 21 successful years at the BBC, I am now embarking on a freelance career, eager to embrace new challenges that leverage my extensive expertise and multifaceted skill set.

WORK HISTORY

UNIT LINE PRODUCER, BBC Studios: Kids & Family - CBBC DRAMA (2023, 1yr)

I worked closely with the Production Execs, Creative Director and various in-house teams (Legal, Rights & Business Affairs, Contingent Workforce, Finance, Safeguarding, Health & Safety and Commercial) as well as our suppliers and Post-Production Facilities to secure new commissions and produce successful productions.

I managed the Drama Unit PC's, PMA and Apprentice who supported and then managed final delivery of each of the commissioned series.

I produced and delivered a comprehensive guide pack for the Line Producers, covering every aspect of production from setup to delivery. This resource empowered them with all the necessary knowledge and resources to effectively support their productions and ensure successful outcomes.

I mentored and supported a Location Manager with her ambition to step up to LP, following her course via Screenskills.

I ensured productions were working towards achieving the BBC objectives with regards to Environmental and Diversity ambitions alongside Editorial Policy and guidelines.

I set up and then assisted the assigned Line Producers, Producers & Execs with the smooth running of each series:

- **Odd Squad: S4, UK** – Co-Production with Sinking Ship Entertainment in [Canada](#), with shared ownership in [USA](#). I produced the initial budget and schedule with the Exec Producer, Spencer Campbell and assisted with setting up the initial writer's room; then supported the production through to post-production and the tender of another series.
- **Lagging: S3** – completed complex Insurance Claims, Digital Content for CBBC Website, YouTube & BBC Education.
- **The Dumping Ground: S10** – I produced the initial budget and then assisted the Line Producer with ad-hoc tasks and managed their Digital Content.
- **Dodger: Coronation Special** – period Comedy Drama with Christopher Eccleston and Nicola Coughlan - I led the production team with ad-hoc tasks to aid the quick turnaround of a late commission and supported the production with completing its Digital Content.

LINE PRODUCER, BBC CHILDREN'S: SCRIPTED (from 2017, 6yrs)

- **Princess Mirror-Belle: S2:** 12x22min Eps – Producer, Gert Thomas and Exec, Spencer Campbell
After being sent to Glasgow to fix issues on S1, I was asked to manage the next, which also moved to Manchester. The main child artist played 2 roles requiring a complex schedule. Stunts and VFX required across the series.
- **Lagging: S1** 10x30min Eps – Producer, Gert Thomas; Exec, Connal Orton
Produced during Covid for which I set up the base and procedures alongside regular tasks. Gaming required complex shoot schedule along with main shopping centre location driving scheduling of episodes out of order.
- **4 O'clock Club: S8 & S9** 13x30min Eps per series – Producer, Gert Thomas; Exec, Connal Orton
School-based drama with 2-3 songs/raps in each Ep. Vast amount of greenscreen and VFX. Included Pilot Ep with Steve Guttenberg.
- **JoJo & Gran Gran: S1** 44x11min Animation/Live Action - SP, Tom Cousins
Organised the tendering process for the Animation Companies, booked VT crew and studio space, produced the schedule and budget for the greenlight of this initial 2 yr project.
- **The Dumping Ground: S6** 24x30min Eps, - Producer, Gert Thomas, Exec Prod, Jonathan Phillips
21 Main Cast from 8yrs upwards, plus special guest artists for each Ep such as Michelle Collins, Gary Lucy, Annette Badland. Required 2 x double banks to make the budget work. Contains animations in every episode.

PRODUCTION MANAGER, BBC CHILDREN'S (from 2009, 8yrs)

- **Saturday Mash-Up: S4** 44x2hrs30min (95min of original Live TX content – SP, Jamie Wilson)
I set up and established Series 4, which was split between Manchester and Glasgow. Celebrity Guest and Live Music from artists such as Becky Hill.
- **Dumping Ground Survival Files** 5x28min Archive & VT - Producer, Rob Jenkinson
I set up & filmed during Covid; travelling between Kent & Dundee with artists from the main series in settings close to their homes.
- **Catie's Amazing Machines: S1** 20x15min, CBeebies Factual – SP, Rob Jenkinson
I set this series up, which included creating a finance tracking system. I also attended the first foreign shoot in France to ensure its smooth running and robust protocols were established for the series.
- **Wolfblood: S5** 10x30min, CBBC Drama – Producer, Jonathan Wolfman
- **Swashbuckle: S4** 25x30min, CBeebies Ent – Series Producer, Anna Perowne
- **Sam & Mark's Big Friday Wind-Up: S2, S3, S4 & S5** 10x60min – SPs Dave Beardsell, Ed Thomas & Steve Ryde
Family Ents show with Audience, Celebrity Guests, Live Music Acts, Sketches, Hidden Camera VTs. Ensured the safe production of stunts working with specialist suppliers.
- **Hacker Time: S5** 10x30min Eps, CBBC Comedy – SP, John Harkins, Exec Sid Cole
Puppet series with location VT's and Celebrity Guests in studio.
- **DNN: Definitely Not Newsround: S1 & S2** 13x30min - SP, Richard Grocock, Exec, Sid Cole
10 Comedian Actors performing different News Reporter roles; mix of VTs and Studio with a variety of stunts.
- **Tumble Travels** 5x5min Animation/Live Action – Producer, Charlotte Bushell
- **CBeebies Panto: Strictly Cinderella** 1x30min – Producer/Dir, Helen Sheppard
Filmed across 2 Studios in London & Manchester, re-versioning existing sets.
- **Justin's House: S1** 24x30 min – SP, Stephen Cannon
Scripted Comedy show recorded in front of an audience of children with a different guest each week.
- **CBEEBIES DEVELOPMENT** Various Projects, Exec, Tony Reed
Established such as Bafta winning Swashbuckle, RTS Winning Go-Jettors, Lingo Show and Numbats.
- **CBBC INTERACTIVE** CBBC's Interactive Slate, Exec Japhet Asher
Included projects such as Weekend Toolkit (Tmi Friday, Live & Deadly), CBBC Music, Scorpion Island, CBBC Jokes; during which time there was also a rebuild of the entire website to a new platform.
- **TMi: S4** 13 x 90 mins, Live Ents - SP, Ed Thomas, Exec Prod, Jamie Rea
This series involved a lot of last-minute changes for various reasons including a replacement Director, Presenter, FM and AP across the 13-week run. Along with a late-night re-edit of a pre-recorded episode due to an incident on another show, which resulted in some content needing to be removed with less than 12hrs to TX.

PRODUCTION CO-ORDINATOR, BBC CHILDRENS (from 2006, 3yrs)

- **Let's Celebrate: S1** CBeebies, Fact/Religion – SP, John Hancock
Main point of contact for two film teams shooting across the UK and Ireland; travelling with them when required. Booked crew and arranged travel and accommodation whilst ensuring all costs were kept within budget.
- **Class (Pilot Ep)** CBBC, Comedy/Sketch Pilot – Producer, Candida Julian-Jones
Script Supervisor up to point of filming. Produced and issued Call Sheets and organised child Contributors.
- **Chucklevision Christmas Special** CBBC, Scripted Comedy – Producer, Candida Julian-Jones
arranged auditions, booked artists and arranged their travel, payments and Insurance.
- **Gimme a Break: S1** CBBC, Travel Ob Doc – SP, Jessica Parfitt
Main point of contact for 4 film teams, producing schedules, arranged carnets and visa's and booked crew for shoots across the UK, Europe and the USA. Managed and input spending on the main budget, liaised with Health & Safety, Insurance and Legal teams and oversaw the final stages of Edit.
- **Something Special Out & About: S1** CBeebies, Special Needs – SP, Allan Johnston
Organised transport for crew, vehicles and props across UK and Ireland; confirmed and booked locations. Script Supervisor & PA on location.
- **Space Pirates** CBeebies, Music/Ents – SP, Tony Reed
Organised UK & foreign filming in Papua Newguinea, Australia, South Africa and China arranging visas, carnets, foreign crew and schedules to ensure the AP's and Researcher had regular contact with the office whilst abroad. Licensed 120 children with the assistance of the PMA. Assisted with setting up and de-rigging the studio and completed Post-Production Paperwork.
- **Autumnwatch** CBeebies, Fact/Nature – SP, Clare Bradley
Liaised with Producers and PM (who worked part-time) to ensure smooth running of the programme, organising travel & accommodation, catering, locations, child licences, post-production. PA for Main Song shoot & VT inserts.

OTHER SKILLS, TRAINING & EXPERIENCE

Budgeting & Scheduling on Movie Magic
Working With Children
Fair Trading Advanced
Mental Wellbeing
Influencing Skills

Safe Management of Productions
Leadership Essentials
Data Protection
Safe Design & Set Construction
Safe Management of Live Events & Audiences

In my spare time I like watching films and TV dramas, particularly crime, medical and period pieces. I enjoy country walks with friends, listening to music and audiobooks. I love working with children and have done so in a variety of settings aside of productions. I enjoy going to new places; when I was younger I travelled extensively around America, Canada and Australia. Earlier in my career, I worked as a Senior PA in a variety of companies, most notably at Jim Henson's Creature Shop in London. I also explored my creative side as prop maker on some BBC productions as well as an Art Assistant on a film, 'Event Horizon' at Pinewood Studios. This year during my break I've been enjoying finishing renovating my home, which I've done so in its entirety both inside and out.