

# KATIE LORD

Production Secretary

Leeds/London/Manchester - 07580486003 - kelord@live.co.uk

<http://linkedin.com/in/katie-lord->

My role of Production Secretary on *ITV Emmerdale* has provided me with excellent administrative experience, alongside a strong editorial capability acquired from my MA Writing for Performance and Publication. I am seeking roles which will enhance my existing ability within scripted production and development.

## PRODUCTION EXPERIENCE

- Production Secretary - Emmerdale - ITV Studios - HOD Nader Mabadi** 07/2022 - 08/2023
- Coordinated production expenses, PO's and invoices
  - Reported all children's filming hours to local authorities and scheduled tutoring
  - Documented HOD meetings and managed multiple calendars/diaries
  - Organised complex travel with detailed itineraries
  - Managed multiple databases
- Trainee Assistant Script Editor - Emmerdale - ITV Studios - HOD Chris Joslin** 04/2023
- Developed two main story tracks and addressed any issues with continuity
  - Provided comprehensive notes to the writers and attended directors meetings
  - Assisted pre-production in the timing of scripts between drafts
- Production Support Coordinator - Emmerdale - ITV Studios - HOD Nader Mabadi** 02/2023 - 03/2023
- Ordered additional equipment for various shooting days
  - Assisted the coordinators by compiling the call sheet and issuing amendments
  - Booked relevant stunt and intimacy coordinators
- Script Reader - Pulse Films - HOD Nicola Larder** 08/2021 - 06/2022
- Provided feedback on script submissions and proposals
  - Compiled numerous script reports to strict deadlines

## INDUSTRY TRAINING

- Centre of Screen Excellence: Yorkshire Scripted Production Assistant course 03/2022 - 07/2022
- Screen Industries Growth Network & John Yorke Story 'Writing for Games' course 04/2022 - 06/2022
- Media Trust and ScreenSkills Emerging Talent Mentee 09/2021 - 02/2022
- Attended a Pulse Films three-day story conference 02/2022
- One-to-one tutoring with YA Novelist Annabelle Pitcher 09/2017

## SKILLS

- Creative flair with the ability to write for multiple mediums
- Able to organise complex travel and accommodation
- Immaculate written English and grammar
- Skilled in event management, coordinating conferences and large meetings
- Experience in digital transcription systems including voice recognition
- Microsoft Office Suite including Word, Outlook and Excel
- Working knowledge of children's licensing legislation
- Research skills and strong grasp of story structure
- Ability to manage multiple workloads efficiently
- Full, clean UK driving licence 23+
- Able to organise, create and retrieve electronic and manual files

## WORK EXPERIENCE

- Client Services Administrator - Ground Control 08/2023 - Present
- Visitor Experience Assistant - Lawrence Batley Theatre, Huddersfield 08/2021 - 07/2022
- Volunteer - Chapel FM Arts Centre, Leeds 07/2021 - 01/2022
- Venue Assistant - Leeds International Film Festival, Leeds 11/2021 - 12/2021
- Creative Assistant - Enact Solutions, Holmfirth 06/2020 - 07/2020
- Junior Copywriter - Jaywing Ltd, Sheffield 03/2018

## EDUCATION

- MA Writing for Performance and Publication – University of Leeds, Leeds: Distinction 09/2020 - 09/2021
- BA English Literature with Creative Writing – University of East Anglia, Norwich: 2:1 09/2017 - 07/2020

References available upon request

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