

Kit Woolley CV

H: Surrey / Berkshire | M: 07917 280166 | E: kitwoolley@me.com

This Is Christmas (May 2022 - Aug 2022)

Production Secretary. Working under Joe Karimi-Nik and Maria Ogunyale.

Duties included:

- Interfacing with the studio on behalf of the production to secure office space, parking and maintenance during prep and shoot. Welcoming new starters and tracking forms, contracts and documents.
- Liaising across departments for vehicle hires and accommodation. Setting up accounts with suppliers and putting processes in place for travel, stationery, couriers, recycling etc. Working with the PA to prioritise tasks.

I Am Ruth (April 2022 - May 2022)

Production Assistant. Working under Maria Ogunyale and Elliot Barker.

Duties included:

- Setting up our Unit Base on location in Godalming. Usual production tasks, sourcing suppliers and sorting hires, printing / distributing call sheets and sides, sending out contracts and tracking dailies, accommodation, pick ups and drop offs. Rushes run up to Soho after wrap.
- Keeping things well oiled between us in the production office and the other departments, producers and director.

The Devil's Hour (Oct 2021 - Dec 2021)

Production Secretary. Working under Menzies Kennedy and Joseph Sharpe.

Duties included:

- Joining the production as Production Secretary towards the end of shoot to help tie up loose ends and take on the tasks that had been kicked in to the long grass.
- Liaising with Amazon to sort out wrap deliverables, file labelling and other admin tasks. Chasing agents and tackling credits, off hires, and crew contracts.
- Warehouse storage: Sets, props and assets. Cataloguing departmental assets, overseeing the move from offices and stage to warehouse storage. Sourcing racking and physically sorting the storage space, making sure all items are safely organised and stored for series two.

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Cunk on Earth (Oct 2021)

Production Assistant. Working under Jo Kay and Sam Ames.

Duties included:

- Driving crew around London and other locations, organising equipment, arranging onsite Covid testing, assisting with filming, lunch and coffee runs.
- Supervising talent (and their dog).

Black Mirror (Jan 2019 - April 2019)

Production Assistant. Working under Mark Kinsella and Alastair Crees.

Duties included:

- Office maintenance: Booking travel, pack-downs, moves and set ups, ordering the weekly shop, tea slave, post office, lunch runs. Pick ups and drop offs. Archiving physical paperwork for secure data management.
- Prop Store: Complete inventory of props / costumes, current and previous series. Tip and Charity runs.

Ted Lasso (May 2019 - Oct 2019)

Production Assistant. Working under Tina Pawlik and Chan Chau.

Duties included:

- Reaching out to agents and managers, setting up accounts and dealing with suppliers.
- Interfacing between the production and the studio, preparing spaces for writers and studio execs. Booking travel and accommodation for cast and crew, handling talent and production misc.
- Green lead for sustainability, raising purchase orders, creating distribution lists and sending out scripts and memos on Scenechronize.