

LOCATIONS DEPARTMENT

Looking to specialise in the locations department following production experience as follows;

Production Coordinator Channel 4 Dispatches

Trump's Coronavirus Catastrophe Oct 20

Producer - Eamonn Matthews. Production Company - Quicksilver Media

Money Tree Jan 21

Producer - Eamonn Matthews. Production Company - Quicksilver Media

The Anti-Vax Conspiracy Feb 21

Producer - Eamonn Matthews. Production Company - Quicksilver Media

I am passionate about locations work and having worked for over 20 years in the creative industries I have many transferrable skills that would be extremely useful; getting the best out of people, communicating, negotiating, diffusing tricky situations, arranging insurances, budgeting, trouble shooting, dealing with the unexpected, implementing H&S policies, making the impossible possible.

A warm spirited and positive people person who gets immense satisfaction from getting things done and making things happen. Hardworking, reliable and conscientious, my work approach is with genuine joy and enthusiasm.

I volunteer as an events organiser for ScreenTalk Oxfordshire (the professional network for creators and producers of Film and TV). Also love taking photographs when out walking with my dog in all sorts of landscapes and would be thrilled to be able to utilise my skills on location!

Career History

HETV & Film post-production finance – Reel Figures: POs, communications with suppliers, accounts payable and invoicing operations. P Card reconciliations. Crew payroll.

Music industry – Ivors Academy: assisted with the planning and running of industry events including the IVOR NOVELLO awards, organised, prioritised and delivered projects on time and on budget. Researched opportunities and improved ways of working. Procurement and general administrative support.

Arts Council England: managed budgets, advised and supported artists, liaised with external and internal stakeholders. Scheduled busy studio diary. Logistics arrangements for workshops and seminars.

Architects – various including AHMM, Niall McLaughlin, John Mcaslan: studio management, implemented policies (H&S etc) and associated training programmes. Negotiated with suppliers, recruited and on-boarded staff, communicated with local residents & business owners, researched locations for design and build projects, secured business insurances (professional indemnity, public liability, employers' liability) improved all communications.

Skills and Training

ScreenSkills & The Call Sheet HETV & Film transfer programme	Mar 2022
ScreenSkills - Coronavirus basic awareness on Production certificate	2021
Mental health and emotional intelligence	2021
Creating and reviewing call sheets	2021

Education

Roehampton Institute: Post Grad in Arts Management	1997
University of Central Lancashire: BA (Hons) Fine Art Film, Video & photography	1990

I agree to companies keeping my details on file for future opportunities in accordance with GDPR rules.