

SAM WIGGETT (HE/HIM)

FREELANCE JUNIOR PRODUCTION MANAGER FOR FILM & TELEVISION

P 07525 089 564

E swiggett91@gmail.com

L West Midlands (Willing to relocate/travel)

Clean UK full driving license held for 15+ years

Personal Profile

Highly reliable and enthusiastic Production Manager who has recently stepped up from Junior Production Managing. I have worked my way up the television industry over the past 11 years and have accumulated over 600 television credits in that time. I pride myself on being highly organised and self-driven. I provide my own Laptop and iPad on all productions.

I'm a confident & logical problem solver; I always keep a cool head & enjoy the challenge of working through multiple complex situations that suddenly arise each filming day. I especially thrive in times of crisis such as last minute changes or executing contingency plans.

Key Skills

- Efficient at booking crew via SAP / Smartbook.
- Movie Magic Scheduling literate.
- Experienced in inputting & importing script data from Final Draft into MM Scheduling.
- Proficient in all Microsoft Office applications, Apple software & Docusign.
- Experience in mass distribution via SetKeeper.
- Fluent in Scriptation for iPad.
- Apple Mac & Window 11 Literate.

Professional Training

- BBC First Assistant Directors course, 2020
- BBC Studios Safety, Security & Safeguarding
- BBC Working with Children

Education

HND Media & Communications – DMM
Birmingham City University 2013

BTEC Media Studies –
Sutton Coldfield College 2010

References

Michelle Brown
(BBC Studios Production Executive)
michelle.brown@bbc.com

Sara Travis
(BBC Studios Line Producer)
sara.travis101@gmail.com

Production Experience

Production Manager Cover – Shakespeare & Hathaway Series 6 BBC Studios | October 2026

- Booking crew via Smartbook after negotiating rates with the Line Producer.
- Managing the Production team & ensuring artists had the correct CAN's and Contracts in place ahead of day one of filming.
- Charing Block 01's Health and Safety meeting and discussing each's HOD's Risk Assessments with the Senior Safety Advisor.
-

Production Coordinator Cover – The Hairdresser Mysteries Mill Bay Media | August 2025 – September 2025

- Creating and collating confidential documents in line with GDPR.
- Arranging pre-production medicals for main cast.
- Managing clearance approvals in liaison with the neg checker.

Production Manager – Father Brown Series 13 BBC Studios | February 2025 – August 2025

- Working daily with the Line Producer on series budgeting and crewing.
- Processing crew bookings and amendments via SAP and Smartbook, including arranging dailies and managing additional payments such as overtime.
- Securely storing sensitive information such as crew rates and personal information.
- Liaising with the BBC Talent team and interviewing trainees.
- Completing eligibility to work checks for freelancers.
- Submitting departmental risk assessments for approval by BBC Health and Safety advisors and senior colleagues.
- Organising and attending technical recces with senior crew, ensuring locations adhere to health and safety regulations and are fit for purpose.
- Nominating Artist leave and relaying information to Agents and heads of departments.

Junior Production Manager – Father Brown Series 12 & Sister Boniface Series 4 BBC Studios | March 2024 – November 2024

- Problem solving on a day to day basis alongside managing the production team.
- Sourcing and contracting external suppliers.
- Creating and maintaining crew Overtime spreadsheets before processing additional payments.
- Arranging swing drives for HGV and Tech vehicles alongside ensuring drivers have the correct insurance & up to date CPCs for the vehicles being swung.

Production Scheduler – Doctors Series 21 – Series 24 BBC Studios | January 2020 – March 2024

- Inputting & importing script data from Final Draft into Movie Magic scheduling.
- Liaising with heads of departments in order to create an achievable shooting schedule, working within time and budget constraints.
- Negating scheduling conflicts between multiple simultaneous shooting units.
- Managing artist allocated leave and nominating holiday days for artists.

Additional Credits

*Third Assistant Director - Doctors (BBC)
2016 – 2018*

*Second Assistant Director - Doctors (BBC)
2018 – 2020*

I consent to this CV being kept on file and redistributed for employment purposes.