

Charlotte Hutton

Production Secretary/ Production Assistant

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Full clean license / Own Car. Bases in WATFORD & AYLESBURY

I'm an experienced Production Secretary committed to a career in scripted production management, and eager to use my skillset to bring storytellers visions to life and to the screen! I began in unscripted television, where I progressed quickly into freelancing. While working to transition into scripted production, I've utilised my skills as an editor to work consistently in the industry however, I've remained focused on progressing my production career in the scripted genre and have completed multiple Screen Skills courses to further strengthen my knowledge of scripted production.

FILM & TV EXPERIENCE

DATE	ROLE	PRODUCTION
Jun 2023 - Dec 2025 Contracted for each series	Assistant Editor PM: Victoria Nosovich	Dogs Behaving (Very) Badly, S6-8 <i>Avalon Factual Channel 5</i> <ul style="list-style-type: none">- Created film edits of each recce shoot to present to Channel 5 commissioners for approval.- Delivered final drafts and project assets to broadcast technical specifications and to fit in with a changing production schedule.- Supported the filming crew on location when required.
Mar - May 2025 Contracted	Production Secretary PM: Fay Thompson	The Football Academy, S3 <i>TFA3 CBBC</i> <ul style="list-style-type: none">- Obtained and managing location and contributor release forms.- Obtained Child Licenses.- Completed Albert Certification process.- Music Clearances (BBC Music Box)- Credit card reconciliation & Expenses.
Feb – Jun 2024 Contracted	Production Secretary PM: Daniel Watkins	Christmas Karma <i>Bend It Films Cinema release</i> <ul style="list-style-type: none">- Drafted crew contracts created and distributed onboarding documents & managed and updated distribution groups.- Organised medical evaluation for key cast.- Tracked production assets.- Tracked department spending & created weekly report.- Provided on-set support for crew.
Mar – Jun 2023 Contracted	Jnr Production Coordinator PM: Lara Wood	Rich Holiday, Poor Holiday, S4 <i>Emporium Productions Channel 5</i> <ul style="list-style-type: none">- Obtained filming permissions in the UK & internationally (location & contributors).- Organised transportation of crew and assets abroad, liaised with custom officials to safely transport filming equipment.- Created call sheets & information packs for crew.- Tracked and managed spending & buying on production (Raised PO's, credit card reconciliation, expenses claims & processed invoices.)- Completed Albert Certification Process.
Feb – Mar 2023 Contracted	Production Assistant PM: Mario Theodoru	Daddy's Head <i>Stigma Films Shudder</i> <ul style="list-style-type: none">- Raised POs & purchased for the production department.- Tracked production spending & expenses forms.- Provided on-set support.
July 2022 – Jan 2023 Contracted	Production Secretary PM: Hinesh Patel	Dogs Behaving (Very) Badly, S5 <i>Avalon Factual Channel 5</i> <ul style="list-style-type: none">- Obtained and managed filming permissions (location & contributors).- Booked travel and accommodation for crew.

*** I consent to my CV being kept on file for future opportunities***

DATE	ROLE	PRODUCTION
		<ul style="list-style-type: none"> - Organised equipment and production kit (disposables, medical kits, signage, etc...) - Created call sheets & information packs for crew. - Tracked the productions finances (credit card reconciliation, expenses claims & invoices). - Completed Albert certification process. - Collected and uploaded post-production deliverables, created music cues. (Silvermouse)
July 2021 – July 2022 Contracted	Production Assistant (in-house) HOD: Gail Pinkerton	<i>Avalon Factual</i> <ul style="list-style-type: none"> - Oversaw day-to-day running of the department, including office management. - Drafted contracts to employ freelancers. - Managed and tracked department spending (POs, expenses claims, reconciling monthly credit cards and submitting invoices & monthly payroll.) - Loaned in-house equipment to productions and organised routine maintenance. - Managed and updated the Avalon Music Website. - Reviewed licenses & release forms from previous series for resell. Assisted on multiple productions in any capacity they required.

EDUCATION

BA Liberal Arts with Film & Television Production

Second Class Honours (upper)

Royal Holloway University

KEY INFORMATION:	PRODUCTION TOOLS:
SCREEN SKILLS COURSES: <ul style="list-style-type: none"> - Step-Up to Coordinator HETV - Get the Knowledge: Working with under 18s EXPERIENCED IN: <ul style="list-style-type: none"> - Contracting & onboarding crew - Production expenses tracking (cc reconciliations, payroll, expenses claims, POs) - Managing & maintaining production assets - CANs, Cast Lists & Grid - International shoot logistics - Albert certification process - Travel and Accommodation - Child Licences 	<ul style="list-style-type: none"> - Final Draft - Team Engine - Set Keeper - Digital Paper Flow - Paramount Production Hub - Silvermouse & Soundmouse - Albert - BBC Music Box
	EDITING TOOLS:
	<ul style="list-style-type: none"> - Adobe Premiere Pro - Davinci Pro - AI text-to-image/ video generation

REFERENCES

Available on request

Victoria Nosovich
Production Manager

Fay Thompson
Production Manager

Daniel Watkins
Production Manager