

# Laura Beth Mckie

**Mobile:** 07860669097 - **Email:** laurabethmckie@gmail.com

Driving Licence & Own Car

I am currently looking to step into more APOC roles. I've worked as a Production Secretary on a variety of different projects and have stepped up to Assistant Coordinator on NBCs Series 'Dodger' along with being trained in PC tasks on other shows I've worked on like Waterloo Road. I have experience in different genres and have completed many PC tasks within those roles.

I love being organised, completing paperwork, and I thrive in busy environments. I am an enthusiastic learner who enjoys advancing knowledge and stepping up to new challenges.

Experience with: CANs & Contracts, Progress Reports  
Celebrities, Children, Crowds and Large Sets

## **Media Employment**

Currently Production Secretary working on Warner Brothers, Waterloo Road Season 11 - Started Nov 2021

On this show I've been taught; CANs Contracts, Insurance, Risk Assessments, Clearances, Child Contracts/Licensing

- Production Secretary - Look Out Point - BBC Comedy Drama Pilot - Sept - Nov 2021
- Production Sec/Assistant Coordinator working on NBC & BBC Drama, 'Dodger' March to September 2021  
On this show I stepped up from Production Secretary to Assistant Coordinator, as a Prod Sec I organised the travel and accommodation for over 70 cast whilst following strict Covid protocols. As an AC, I worked on contacts, health and safety forms, Clearances, NDA's, worked with a variety of agents, & completed Albert forms & progress reports.
- Production Secretary - Snaps 'Is This Camera On' -BBC - Feb 2021
- Production Secretary - Still So Awkward Series 7 - CBBC - Sept 2020 - Feb 2021
- Whilst working on these two, I organised all travel and accommodation for all cast and directors, I also had lessons in Albert along with organising and filling all expense forms.
- Assistant to Producer for Feature Film Redcon-1 at Intense Productions since Jan 2018 July 2019
- Whilst working on this film for a year, we did a huge amount of location filming with a lot of cast and SAs. I organised everything from finding and scouting locations, completing various paperwork and logs, and organising travel and accommodation for a nationwide tour for distribution across Vue cinemas.
- Assistant Producer for 'Acting On Impulse' short film 2018
- Production Coordinator - short film 'Lippy' with Finite Productions, Hulu, and Fox Digital Studio 2018
- Production Secretary for 'Not a Number Productions' 2017
- Production Assistant for The Mob Film Company 2017
- Production Assistant for WRG adverts 'The Waiting Room'
- Production Assistant for the music video of Chris Flynn's 'Feels Like Rain'
- Production Assistant for 'Acting On Impulse' various short films 2017 - 2019

## **Education and Qualifications**

BBC Academy Production Coordinator Training with Screen Skills -

Covering many topics such as; Copyrights, Sustainability, Call Sheets and Schedules, Budgets, Risk Assessments, Mental Health, Silvermouse and Post Production paperwork and so much more on both Factual and Studio shows.

Graduated from Salford University BA Hons Television and Radio Degree, Graduate July 2016

## **References**

Richard Everiss - Line Producer - So Awkward Series 7/ Dodger/Waterloo Road - richardeveriss@icloud.com

Laura Trigg - Production Manager - Dodger/Waterloo Road -funsizedproductions@hotmail.co.uk

Fahima Chowdhury - Line Producer - Look Out Point - fahimachowdhury@me.com