

PAUL SMITH



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## ABOUT ME

Film & TV production crew for over 6 years, I have a wealth of industry knowledge and I'm seeking an in-house role in development.

## SKILLS

- Script Coordination
- Diary Management
- Sound Knowledge of Final Draft
- Script/Paperwork Distribution
- Secretarial Support
- Office Administration
- Crew & Stunt Contracts
- Travel & Accommodation
- Script Reading & Reporting
- Screen-skills COVID-19 Awareness Certified
- Comprehensive Understanding of Microsoft Office Packages.

## EDUCATION

**The National Film and Television School -**  
Script Development, 2021-22

**The National Film and Television School  
Scotland** - Short Course in Script Reading &  
Reporting, 2020

**The National Film and Television School -**  
Production Management for Film and TV, 2015  
Production Manager on projects including  
Animation 'Perched' & NTA winning short 'Ferris  
and the Fancy Pigeon'.

## EXPERIENCE

### **Production Liaison – Film Birmingham**

November 2021 – July 2022

**Responsibilities:** Assisting Film and TV productions across the West Midlands, location scouting, issuing permits, and promoting the region as a destination for Film and TV.

### **UK Script Coordinator – 'Liaison'**

April – August 2021 | Apple TV+

**Responsibilities:** Coordinating the amendment process in multiple languages, and implementing approved changes using Final Draft. Acting as the point of contact between Production and the two writing teams. Note taking in the writer's room, implementing concise systems to organise script storage and workflow. Contributing to editorial decisions to resolve script problems, managing neg checking and clearances.

### **Freelance Script Reader**

I'm currently judging a variety of scripts for Lift-Off Global International Film Festival. I've previously assessed scripts and provided coverage reports for Prodigal Film & TV and Bronte Film & Television.

### **Freelance Assistant Production Coordinator**

'Benediction' | EMU Films

'Louis Wain' | Louis Wain Productions

**Responsibilities:** Assisting with travel & accommodation, booking equipment and managing COVID protocols, distributing production paperwork.

### **Temporary Executive Assistant to David Yates – 'FB3'**

February – March 2020 | Warner Brothers

**Responsibilities:** Extensive diary management, liaising with high profile Producers & Writers on David's behalf, assisting with travel & accommodation, carrying out business/personal errands, conducting research, attending meetings and taking notes.

### **Assistant Production Coordinator – 'The Power'**

August – December 2019 | Sister Pictures

**Responsibilities:** Managing cast contracts, scheduling medicals, costume fittings & meetings for cast, assisting with international travel & accommodation, assisting to manage the production office team.

### **Travel & Accommodation Coordinator – 'Pennyworth'**

August 2018 – July 2019 | Warner Horizon

**Responsibilities:** Managing over 3000 accommodation bookings, coordinating international travel, issuing movement orders, managing stunt contracts for all performers, I was also assigned as the sustainable production representative and worked with accounts to track our carbon footprint.

### **Production Secretary – 'The Secret Garden'**

February – July 2018 | Studio Canal

**Responsibilities:** Management of all crew contracts, assisting with domestic travel & accommodation bookings (via train), office administration, meeting set-up, issuing production paperwork, liaising with various departments to manage consumables.