

Production Secretary

Role: **Production Assistant**

Title: **Diesel (working title)**

Format: **Band 2 HETV Drama | 5 eps**

Company: **Sister Productions**

References: **Line Producer - Katie Kearney | Production Manager - Jenny Simmonds**

Role: **Producer & Writer PA (Mark Lafferty)**

Title: **Talamasca (Season 1)**

Format: **Band 3 HETV Drama | 6 eps**

Company: **AMC Studios**

References: **Line Producer - Louise Lyons | Production Manager - Ashley Scott**

Skills: **Final Draft, Albert submission, travel planning**

Role: **Cast PA (Sean Bean)**

Title: **TIME (Season 1)**

Format: **Band 2 HETV Drama | 3 eps**

Company: **BBC Studios**

References: **Line Producer - Katie Kearney | Production Coordinator - Aimee Whelan**

Role: **Producer**

Company: **20 Stories High**

Format: **Theatre**

Skills relevant to Production Secretary: venue booking, artist liaison, negotiating, creating and managing budgets, writing and maintaining policies, managing relationships, scheduling.

Role: **General Manager**

Company: **Wise Children**

Format: **Theatre**

Skills relevant to Production Secretary: maintaining policies, insurance, office management, company management.

Role: **Production Assistant**

Company: **Liverpool Everyman & Playhouse**

Format: **Theatre**

Skills relevant to Production Secretary: liaising with departments, scheduling.

Role: **Production Assistant & PA**

Company: **Wise Children**

Format: **Theatre**

Skills relevant to Production Secretary: rehearsal and production logistics, VISA applications, contracts and deal memos, travel and accommodation, diary management.

Role: **Production Coordinator**

Company: **ebp London**

Format: **Theatre**

Skills relevant to Production Secretary: venue tour booking, managing budgets, venue settlements and production accounts, negotiating and issuing contracts.

Role: **PA & Assistant Producer**

Company: **HOME MCR**

Format: **Theatre**

Skills relevant to Production Secretary: dairy management, arranging meetings, travel and accommodation.

Role: **Trainee Assistant Producer**

Company: **Liverpool Everyman & Playhouse**

Format: **Theatre**

Skills relevant to Production Secretary: office administration.

Final Draft

Mental Health First Aid Training

Chaperone License

Carbon Literacy Training

First Aid Training

Clean Driving Licence