

# SAM KELLY

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## EDUCATION

**BA**  
**Drama with Philosophy and Ethics**  
**Bath Spa**  
**2012 - 2015**  
With a focus on animation and media in 3rd year.

## KEY SKILLS

Script Writing  
Acting  
Lighting Design  
Storyboarding  
Stop Animation  
Stage management  
Closed Captioning  
Directing  
Filmmaking  
Basic Video Editing

## RELEVANT EXPERIENCE

Production Management  
3 Years  
  
Production Office Manager  
3 Years  
  
Cruise Ship Entertainment  
3 Years  
  
Field Assistant - Macro Shoot  
2 Weeks

## SOFTWARE / TOOLS

PMI  
ECAT  
Airtable  
Smartbook  
SAP/Concur  
Microsoft Office Suite  
Adobe Suite  
Google App Suite  
Smartsheet  
Power Query  
Dropbox

## SUMMARY

I am a dedicated production professional with over five years of hands-on experience in production office settings. My expertise in efficient scheduling, organisational precision, and cross-functional management has made me a well rounded Production Coordinator.

## WORK HISTORY

**Production Coordinator** **BBC** **February 2025 - Current Position**

### *Countryfile - Factual Entertainment*

- Setting up shoots for main series Countryfile episodes. From pre production, through to edit and delivery.
- Working to a fast paced 3 week turn around for every episode from kick off to TX.
- Leading on reactive shoots, to get teams out as quickly as possible to cover current affairs for the Leads segment.
- Creating and working to a tight budget for multiple episodes, ensuring we come in on target, including archive and edit.
- Raising crew contracts, negotiating rates, collating overtime and expenses invoices, and ensuring crews are paid in a timely manner.
- Negotiating location filming contracts and raising payment through tailored systems depending on the vendor.
- Carrying out in depth research into land ownership and ensuring complex needs are met every shoot,
- Liaising with councils, charities, businesses and governing bodies to arrange the correct filming permits and permissions.
- Securing drone permissions, and ensuring all flight plans and licenses are in order before flight.
- Coordinating the safe return of rushes to Bristol from all over the UK, for fast turnaround ingest and edit prep.
- Managing 2 PMAs, and ensuring their tasks are complete and helping with training.
- Ensuring every on screen contribution is properly consented, including people, material, location and music.
- Liaising directly with presenters and on screen talent, to ensure their specific needs are met for every shoot.
- Completing post paperwork on Silvermouse to track all contributors, music, archive etc.
- Actively seeking new green initiatives to implement, and tracking our carbon footprint for Albert.

**Production Management Assistant** **BBC** **February 2024 - September 2024**

**Production Coordination** **October 2024 - February 2025**

### *Antiques Roadshow - Factual*

- Managing the budget for 6 main series episodes, and 3 specials, and ensuring costs are correct in ECAT (BBC finance).
- Step Up PC for 3 stand alone special episodes. Setting up UK & foreign shoots, from budget through to edit and delivery.
- Sourcing, hiring and liaising with vendors for on site events, finding and negotiating with local contacts to reduce production costs, lead times and carbon footprint.
- Mentor to a BBC apprentice, teaching BBC systems, and ensuring they are confident in their day to day work.
- Raising contracts and payments for on screen experts and contributors, negotiating rates with Business Affairs.
- Booking travel and accommodation for around 100 crew members per shoot.
- Hiring location catering for all crew and talent on location, along with break refreshments for over 150 crew.
- Liaising with on screen and off screen talent, both pre shoot and on location, to ensure they have all the relevant travel, accommodation and on site requirements.
- Working on location, supporting the smooth running of the event and troubleshooting issues as they arise. Being on call for the duration to deal with both professional and personal matters that may arise for cast & crew.
- Working closely with the event manager to ensure all Health & Safety aspects are considered and implemented.
- Collating complex call sheets and risk assessments with all shoot specific information, and distributing this in different formats, tailoring relevant information for production, crew, presenters and experts.
- Creating billings and ensuring these are shared with the channel ahead of broadcast.
- Selecting stills and web clips for each episode ahead of broadcast, ensuring these are shared with press teams.
- Working closely with Edit Producers during Post Production to ensure every production milestone is hit on time.

**Production Kit Coordinator / PMA** **Wildstar Films** **November 2022 – February 2024**

### *"Underdogs" - Natural History*

- Managing and scheduling production owned camera equipment for a multi episode, worldwide filming schedule.

- Sourcing equipment in the UK and in-country, to suit the specialised nature of each shoot and advising on suitable alternatives where necessary.
- Issuing contracts with freelancers and 3rd party hire companies, ensuring customised, relevant terms and conditions are included and legally checked.
- Working in PMI; raising purchase orders, reconciling advances and expenses, and balancing forecasts.
- Updating the shooting schedule to reflect accurate shoot return dates, to ensure media is ingested efficiently, ready for review and edits.
- Creating carnet lists, ensuring that all information is accurate for import and export of camera equipment.
- Using Airtable to keep an accurate log of all of our production owned kit, shoot schedules and staff availability.
- Compiling consumables packing lists, and packing bags ahead of shoot departure to ensure the crew have all necessary equipment including H&S supplies, camera consumables, garmins, snacks etc. for both UK and overseas shoots.
- Hiring and setting up defibrillators, and other specific H&S equipment, depending on the specific needs of a shoot.
- Liaising with local fixers to arrange permitting, negotiate kit drops offs, kit hire rates and all on the ground logistics.
- Booking flights, transport, and in-country travel, as well as medical appointments and pre shoot requirements for crew.
- Leading training sessions for junior members of the team to help them understand our production requirements and how our systems work.
- Identifying hiring patterns, to successfully advise on purchasing and acquisitions that benefit the production.
- Assisting with insurance claims in the occurrence where the kit was damaged or lost on location..
- Reporting directly to the Line Producer and Series Producer.

**Office Manager** **Wildstar Films** **May 2021 - November 2022**

- Project managed a 15,000sqf office move from conception to completion, including a CatA & CatB full fit-out and refurbishment.
- Managed a budget within the region of £750,000 for the office move.
- Coordinated the relocation of a 140-person office.
- Lead contact when negotiating the lease and terms for the new office space.
- Negotiated contract rates, building tenders and acted as project lead throughout the 13 week fit out.
- Compiling weekly status reports summarising progress, feeding back any issues and highlights to the CEOs.
- Negotiated a dilapidation settlement with the new tenants to achieve a 43% saving on the original budget.
- Provided a forecast, and subsequently managed, the yearly office budget.
- Managing a team of runners & FOH staff.
- Day to day office management - order stationary, keeping the office well stocked, booking car parking, etc.
- Carry out all new starter inductions.
- Oversee all H&S, including fire marshals and first aiders, ensuring the Health and Safety at Work Act is followed
- Creating all office based risk assessments, and working closely with a third party H&S specialist for sign off
- Responsible for the facilities, liaising with the building manager in regard to any maintenance issues.
- Worked closely with the Events team to coordinate events; including, but not limited to, catering, AV and content.
- Main point of contact for all IT queries, ordering IT equipment and assigning to users.
- Member of the Senior Team.

**Workspace Coordinator** **Portico – Channel 4** **August 2019 – May 2021**

- Managing and coordinating the final stages of the Bristol office opening.
- Creating SOP's outlining all processes within the office.
- Managing vendors, maintenance issues, stocking office and kitchen supplies, and planning seating charts.
- Manage conference room bookings for internal and external clients. .
- Planning and facilitating all aspects of events for 50+ people - including catering, space planning and guest lists.
- Worked closely with the Factual Entertainment Team.

**Exhibit Presenter** **Royal Liver Building 360** **June 2019 – July 2019**

- Giving personalised tours of the building, sharing knowledge and facts about the building

**Outdoor Event Executive** **Mint People** **March 2019 - May 2019**

- Liaising with clients, prior to an event and onsite, to determine their business needs and how to execute them.
- Overseeing and managing up to 200 staff onsite across numerous venues.
- Reviewing applicant CVs and carrying out interviews with potential staff members.

**Activity Manager** **Celebrity Cruises** **March 2016 - June 2019**

- Successful planning, organising and execution of events and entertainment for 2800+ guests onboard a luxury cruise line.
- Managing a team of activity hosts and DJs, carrying out their training, evaluations and supporting their HR needs.
- Hosting all major events, including lectures, production shows, dance classes and quizzes.

- Key member of the crisis planning team, preparing for last minute itinerary changes and guests impacts.