

# Matthew Montgomery

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## **PROFESSIONAL PROFILE**

Organised and detail-oriented production professional with experience supporting shoots, logistics, and coordination across television and live events. Skilled in managing contributors, locations, and schedules under pressure, with strong communication skills and a collaborative, can-do approach. West Midlands-based and eager to build a career in High-End TV. As a working-class member of the LGBTQ+ community, I bring an underrepresented perspective and a commitment to supporting a more inclusive and accessible screen sector.

## **RELEVANT EXPERIENCE**

### **Production Researcher / Assistant Producer (Freelance)**

BBC, ITV, Channel 4, Channel 5, True North, Blast! Films, Knickerbockerglory | 2014–Present

- Coordinated contributor logistics, travel, permissions, and locations to support shoots.
- Collaborated with editorial and logistics teams to collate shoot details and compliance paperwork.
- Liaised with contributors, talent, producers, and directors with professionalism and discretion.
- Prepared briefing packs and research materials, maintaining accurate records under tight deadlines.

### **Events & Competitions Coordinator** – Learn by Design | 2021–2023

- Delivered nationwide STEM and creative events for schools and youth groups.
- Managed logistics, travel, briefing packs, and volunteer schedules, ensuring smooth on-site delivery.
- Tracked budgets and maintained accurate financial records.
- Acted as the first point of contact for schools and clients.

### **Screenwriter / Creative Development (Freelance)** | 2014–Present

- Winner, Birmingham REP Feedback Fridays (2024) for Oscar and the Octopus.
- Developed original scripts praised for originality and world-building.
- Experienced in developing ideas and collaborating with producers.

## **CORE SKILLS**

- Reliability, punctuality & discretion on set.
- Adaptable, calm under pressure, positive team player.
- Contributor, talent, and crew liaison with clear, adaptable communication.
- Production office: scheduling, briefing packs, and accurate records.
- Locations: venue liaison, permissions, and on-site logistics.
- Health & Safety Awareness – attentive to set protocols, risk assessments, and on-site safety.
- Proficient in Microsoft Office & Google Suite.

## **EDUCATION**

- **Channel 4 Production Training Scheme “Open 4” graduate** (2013–2014) – selective scheme supporting new careers in TV production.
- **BA (Hons) Performance and Media** – University of Glamorgan (2010–2013)
- **Script to Screen – National Film and Television School & Channel 4** (2024) – online course.

## **LINKS:**

[LinkedIn Profile](#)

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