

# Ben Smith | Junior Production Coordinator

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I am a passionate person who thrives on challenges and new experiences. I am confident in using my own initiative or working as part of a team whilst demonstrating the constant ability to be versatile and proactive. I can manage under pressure in a fast paced environment with a positive outlook.

I am trained, qualified and skilled in all aspects of production, particularly drama.

I have a full clean UK Driving Licence and my own car..

## Skills | Training

- Music & copyright clearances
- Raising requisitions & purchase orders and processing payments (using SAP)
- Compiling call sheets and movement orders
- Sourcing and booking crew and facilities. Raising contracts
- Proof-reading and formatting scripts
- Organising travel and hotel bookings
  
- Production Safety 2014
- Safe Management of Productions 2014
- Data Protection 2013
- Working with Children
- Children and Young People as contributors: children in drama
- Anti-Bribery
- Contracts: Making the Right Decision (SmartBook)
- Data Protection: Finance & HR Systems (SmartBook)
- Rights Workshop

## Employment History | Broadcast Credits

October 2014 – December 2014

BBC Drama *WPC56 Series 3*

Junior Production Coordinator – period police drama set in the West Midlands broadcast on BBC1

September 2014 – October 2014

BBC Drama *Father Brown Series 3*

Junior Production Coordinator – period drama starring Mark Williams broadcast on BBC1

February 2014 – April 2014

BBC Drama *Rudy's rare records*

Production Coordinator – Comedy pilot starring Lenny Henry

October 2012 – December 2012

BBC Drama *WPC56 Series 1*

Production Assistant – period police drama set in the West Midlands broadcast on BBC1

April 2012 – October 2012

BBC Drama *Father Brown Series 1*

Production Assistant – period drama starring Mark Williams broadcast on BBC1

March 2012 – April 2012

BBC Drama *The Preston passion*

Production Assistant – Short film starring Tom Ellis on BBC1

January 2012 – March 2012

Worldwide production *Dancing on the edge*

Production Runner – Period drama starring Chiwetel Ejiofor, John Goodman, Joanna Vanderham on BBC 2

Directed by Stephen Poliakoff

July 2011 - December 2011

Worldwide Production *line of duty series 1*

Production Runner – Police Drama starring Martin Compston and Vicky McClure on BBC 2

# Employment History | Other Work

## Styling Australia

### Promotions

(April 2013 – January 2014)

#### Responsibilities:

- To meet all promotional briefs I received and to be the face of each company by looking smart and presentable and upholding excellent customer service
- To be adaptable to all presented promotional situations
- To be outgoing and friendly when meeting new clients and representing each promoter by giving an insightful and knowledgeable overview on promotional products

## NoteMaker Australia - Online stationary store

### Executives PA

(February 2013 – January 2014)

#### Responsibilities:

- To develop creative ideas and support the team to prepare for the launch of their new online site: <http://www.notemaker.com.au/>
- *NoteMaker* now has a brand new ordering programme connected to it which will support in conserving time in the distribution sector giving more opportunity to concentrate with sales and marketing
- My role was also to support the Company Executives, this included; diary management and scheduling, expense management, social media updates and other online marketing. I was also responsible for inputting data and proofing product systems in preparation for the online site launch

## Education

### Derby University B.A (Hons) in Commercial Advertising in Photography:

Sept 2008 to June 2011

### Burton Technical College BTEC National Diploma in Photography:

Sept 2005- June 2007 *Triple Merit*

### De Ferrers Specialist Technology College - 5 C's GCSE's, 2 B's GCSE's and A level in ICT

Sept 1999 - June 2005.