

Joseph Key | Production Secretary

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Manchester - Leeds - Huddersfield

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Profile: Production Secretary with over four year's experience across scripted and unscripted productions. A Distinction-level MA Production Management graduate, confident managing logistics, budgets and cast/crew travel and accommodation. Calm, organised and people focussed, with a passion for diverse, inclusive and supportive production environments.

Skills: Full UK driving licence (25+) and own vehicle. Experienced in booking cast and crew travel, accommodation, movement orders, PO's, floats, and budget forecasts. Confident with contributors, suppliers and high-profile talent. Proficient in Microsoft, Apple and Google Suites, plus production management softwares including DPO, SetKeeper, Netflix PC. Familiar with Movie Magic. Strong communication and organisation skills, with a keen eye for detail. Emergency First Aid at Work trained (expires August 2027).

Production Credits

Date	Production	Role	Team
November 2025 - March 2026	"SCORN" <i>TOPIC / Dylan Clark Productions</i> Feature Film	Production Secretary	Line Producer: Tim Leach Production Manager: Kelly Johns Production Coord: Lucy Eaton-Whitfield
July - November 2025	'Untitled Charlie Brooker Series' <i>Netflix Studios,</i> Netflix	Production Secretary	Exec Producer: Charlie Brooker Line Producer: Mike Noble Production Manager: Ben Mansley
June - July 2025	"Old Friends" <i>SkyDance Paramount,</i> International Broadcaster	Production Secretary	SkyDance EVP: Sarada McDermott Production Manager: John Caterall Production Coord: Lucy Eaton-Whitfield
November 2024 - May 2025	"Brassic" S7 <i>Calamity Films,</i> Sky 1	Production Secretary	Line Producer: Anna Jurek Production Manager: Adam Pursey Production Coord: Louise Froggatt
November 2024	"BETWAY x MANCITY" <i>BigSmall TV,</i> Commercial	Production Assistant	Line Producer: Sarah Smith Production Manager: Liv Taylor
June - November 2024 / April 2025	"Finding Emily" <i>Focus Features / Working Title</i> Feature Film	Production Assistant Floor Runner (Pickups)	Co-Producer: Douglas Cox Production Manager: Adam Pursey Production Coord: Flavie de Langautier
February 2024	"Waterloo Road" <i>Wall to Wall,</i> BBC 1	Production Assistant Holiday Cover	Line Producer: Michelle Brown Production Coord: Hannah Noonan
July 2023 - February 2024	"Brassic" S6 <i>Calamity Films,</i> Sky 1	Production Assistant	Producer: Jim Poyser Line Producer: Anna Jurek Production Manager: Adam Pursey

Other Credits

May - June 2025	"The Neighbourhood" <i>Lifted Entertainment,</i> ITV	House / Cast PA	Line Producer: Scott Chu Production Manager: Joanna Hughes
June 2024	"Labour Party: The Lakes" <i>Spirit Base Ltd,</i> Commercial	Production Runner / Driver	Producer: Barnaby Spurrier Line Producer: Michelle Brøndum
May - June 2024	"Just One Thing with Michael Mosley" <i>BBC Studios Science,</i> BBC 1	Location Runner / Driver	Production Manager: Navid Noorbakhsh Series Director: Ashley Golder
March 2024	"Virdee" <i>Magical Society,</i> BBC 1	Location Marshall Dailies	Production Manager: Liv Taylor Production Coordinator: Frankie Cooney

February 2024	"Britain's Got Talent" S17 Auditions Fremantle, ITV 1	Judges / Talent Assistant	Line Producer: Julie Burfoot Production Secretary: Yannick Randhawa
June 2023	"Coleen Rooney: The Real Wagatha Story" Dorothy St Pictures, Disney+	Location Assistant Dailies	Line Producer: Sarah Tucker Production Coordinator: Katy Whittington
May - June 2023	"Britain's Got Talent" S16 Live Finals Fremantle, ITV 1	Stage / Contestant Runner	Line Producer: Julie Burfoot Production Secretary: Marta Montana
April - May 2023	"Jitterbug" - Untitled Pilot Dorothy St Pictures, Apple TV+	Location Runner	Production Exec: Rashpal Dhaliwal Exec Producer: Jack Beardsley Director: Max Joseph
February 2023	"Morning Live" BBC Studios, BBC 1	Studio Runner Dailies	Production Exec: Hannah Thompson Production Manager: Corinne Deasey
February 2023	"Britain's Got Talent" S16 Auditions Fremantle, ITV 1	Stage / Contestant Runner	Line Producer: Julie Burfoot Production Secretary: Marta Montana
September - October 2022	"The Great Antiques Challenge" Ricochet, Really / Discovery+	Location Assistant	Series Producer: Amanda Kean Production Manager: Lewis Field
September 2021	"Naked Attraction" S10 Studio Lambert North, Channel 4	Casting Runner	Line Producer: Eleanor Rowe Jr Production Manager: Elena Browne
August - September 2021	"Naked Attraction" S9 Studio Lambert North, Channel 4	Studio Runner	Line Producer: Eleanor Rowe Jr Production Manager: Elena Browne
March - April 2021	"Quizness with Tom Allen" CPL Productions, Channel 4	Studio / Casting Runner	Line Producer: Hannah Thompson Production Manager: Laura Arksey
March 2021	"Stay Close" RED Production Company, Netflix	Location Marshall Dailies	Line Producer: Mike Noble Production Manager: Ben Mansley

Other Employment: Various customer service and hospitality roles between 2016 and 2023 (ASDA, Nando's, Wetherby Whaler).

Education:

University of Salford (2022 - 2023)

MA Production Management for TV & Film - **Distinction**

University of Salford (2019 - 2022)

BA (Hons) Television and Radio Production - **2:1**

Certifications:

Emergency First Aid at Work

Safe Haven Training LTD - Expires August 2027