

ERIN MOWBRAY

• PRODUCTION SECRETARY •



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Liverpool, UK based

PROFILE

Highly motivated and organised Production Secretary with a track record of providing high-level support to Production Managers, Producers and other departments to help co-ordinate shoots. I'm eager to take on new challenges and opportunities to grow as a person, as a professional and as part of a team.

EDUCATION

2021 - 2024 Open University

MA Creative Writing - *specialising in Screenwriting*

2014 - 2017 University of Chester

BA English Literature with Sociology

EXPERIENCE

Mar - Jul
2025

Waiting For The Out S1 • Sister Pictures • Line Producer - Katie Kearney / PM - Jenny Simmonds
Production Secretary

- Booking travel and accommodation for cast, crew and executives, including unit moves
- Sending out call sheets, sides, amends and schedules
- Managing London splinter unit and overseeing the shoot
- Organising Action Vehicle insurance and drivers declarations
- Booking cast medicals and logging SOH / DOH forms

Jul 2024 -
Feb 2025

Talamasca S1 • AMC Networks • Line Producer - Louise Lyons / PM - Ashley Scott
Production Secretary

- Supporting the Travel and Accommodation Co-ordinator with booking trains, hotels and flights
- Creating transport plans for wrap and sending out TMOs and itineraries
- Organising hire cars, logging business insurance details and keeping records up to date.
- Booking and logging rooms, couriers and skips
- Booking consumables: including standard clapperboards and digislates using American slating system
- Working with Unit Managers to organise truck drop offs and parking on-site, etc.
- Managing diaries to plan meetings and send invites
- Working with budgets and Equals card spends, and submitting expenses weekly
- Planning Christmas and Wrap parties, as well as crew gifts

2021 - 2024

Hollyoaks • Lime Pictures • Head of Production - Colette Chard / PM - Diane Craven
Production Secretary

- Liaising with main, guest and underage artistes with shoot queries, call times for the next day, weekly schedules, sending scripts and amends, etc.
- Creating and distributing callsheets and sides packs, including reissuing due to sickness or weather issues
- Collating artiste/extras hours and expenses daily for the accounts team to process
- Booking hotels, flights, trains and taxis for artistes and crew weekly, and raising POs on PMI
- Initial contact for all cast: writing/sending out introduction packs, booking in fittings/make-up trials and keeping an updated log of contract dates and contact details.
- Training production runner and new production secretaries

SKILLS

- Strong administrative, time-management and prioritisation skills
- Exceptional written and verbal communication skills
- Can work independently and as part of a team
- Can handle multiple tasks simultaneously and work well under pressure in a fast paced environment
- Diary management
- Confident using Microsoft Office and Google programmes
- Fire Safety trained
- Full UK driving licence
- Albert knowledge
- Event planning

COURSES

- **Step Up To Production Co-ordinator** - ScreenSkills (Jan/Feb 2024)
- **Final Draft Training for HETV** - ScreenSkills (Dec 2023)