

PHOEBE-KATE SOMPER

Production Office

Mobile: 07938904447 | Email: phoebesomper@hotmail.co.uk | London & North Yorkshire | UK Driving License
[Phoebe-Kate Somper](#) | [LinkedIn](#)

Screenskills Production Office Trainee with credits over shorts, commercials and working in-house for independent HETV and film Production companies. A detail orientated and effective communicator – an industry sponge eager to learn and adapt to the needs of the production office. Experience liaising with freelance staff, looking after talent, and completing successful funding applications. Versed in sustainable production. References upon request. Confirming CV can be kept on file and distributed for employment opportunities.

KEY SKILLS & EXPERTISE

- Albert Sustainable Production Training.
- Pitch deck materials and copyrighting
- Diary management.
- Production paperwork incl. call sheets, scheduling, budgeting, cashflows (invoice & expenses), contracts
- MS Office, Excel, Movie Magic, Google Drive, final draft.
- EDL Clearances & streamer paperwork.
- Script reports/ coverage, screenwriting
- Screenskills Training Passport: Harassment & Bullying, Safeguarding for All, Covid

PRODUCTION EXPERIENCE

Jan – April 2025

RAINDANCE

Programmer

- Assessing/ sorting submissions against Raindance criteria.

Sept – Oct 2023

DOC HEARTS

Production Assistant

- Worked as an assistant production coordinator on production WORLD UNSEEN with the PC and PM.
- Hired as freelance in-house production assistant after shoot for research, pre-production, production, post, and marketing materials: admin tasks for streamer clearance requirements and fact check. EDL clearances, sourcing b-roll, and checking subtitle captions. Festival submissions.

Nov 2022 -ongoing freelance

SHOT OF TEA

In-House Coordinator

- Initial six-month internship turned into Production Assistant position. Have been working as freelance coordinator (in-house) since Jan 2024 with the company across development and production.
- Admin and diary management, finance applications, treatments, finance plans, budgets, pitch decks and managing databases. Contracts, call sheets, cashflows.
- Liaising with broadcast & streaming commissioners, sales agents and screen bodies.
- Script reading, coverage & assisting with development meetings.
- Attended Indie Growth Lab seminars, film markets, and FOCUS events.

Sept – Jan 2023

16 DAYS 16 FILMS

Festival Assistant

- Festival outreach, funding research, submission assessing, Mailchimp newsletter creation.

ADDITIONAL FREELANCE WORK

August-Sept 2025	Commercial	We Are Wiser/ BBC	Production Assistant
July 2025	Commercial	We Are Wiser/ McCain	Runner/ Driver
Dec 24 – Ongoing	Commercial	Abi Corbet Casting	Casting Assistant

Jun 24 – Dec 24	Commercial, Harrods, Edeline Lee X LFW	ESCastings	Casting Assistant
2024 – 2025	SOLIS SHORT (Scripted)	Dir Ameera Mian	Co Producer
2023	WORLD UNSEEN	Doc Hearts for Canon	Assistant Production Coordinator
2023	ANTHONY ADEBOWALE SHORT (scripted)	Shot of Tea with Hello Merman	Production Coordinator
2023 – In Post	SSAC SHORT (Doc)	Dir Katie Logan	Producer
2018 – 2021	Part-time & work experience roles, ad hoc sustainable researcher, film courses,		

QUALIFICATIONS & Achievements

- 2023 MA Film & TV Production with Producing (Screenskills Accredited), university of York: Distinction.
- Albert Applied Skills for Sustainable Production MA module 2022. Albert Sustainable features training 2024.
- Mark Milsome Foundation Health & Safety.
- NFTS Production Coordinator Short Course April 2025.
- 1st and 3rd place Lit Laughs International Film Festival 2024 for best comedy script.
- Shortlisted for Climate Spring's Hot House Shorts via BBC's Writersroom 2023.
- Official Selection Emerging Lens Film Festival, SOLIS Short Film 2025
- Screenskills Trainee Finder 2025/26