



Junior Production Manager


A junior production manager experienced in assisting teams in production and development, across a range of genres including scripted, Live OB's, reality/docs, and factual. Providing support in the office and on location from pre to post production.

### Experience

 amanneet.g@gmail.com

 07856 257 873

 [Amanneet Gill](#)

 Reading & London

### SKILLS

● Call sheets and risk assessments

● Post production paperwork in Silvermouse

● Updating cost managers and reconciling credit cards and expenses in PMI.

● Creating crew job offers and sending contracts with Etribez

● Currently training in Movie Magic to put together budgets.

● First aid and Evac chair trained

● Albert sustainability training certificate

### EDUCATION

**Film and Media Practice** - Foundation degree award. University of the Arts London, London  
**College of Communication** 2007 -2009

### OTHER EXP

**Production Secretary, Livewire Pictures** 2020 - BBC Proms.

- I arranged transport and accommodation for talent, guests and crew.
- I created call sheets for VT filming and assisted in the setting up of the prod office on location. I undertook any ad-hoc duties, as and when required on filming concert days on location.

**Team Assistant, Wonder TV** 2019 - I assisted with the day to day running of the company and supported all team members in production and development in factual. documentaries.

**Production:** Stacey & Joe, Series 2 **Company:** Optomen Television **Role:** Junior Production Manager  
**Broadcaster:** BBC **Dates:** May 2025 - Aug 2025

- I created and distributed call sheets and risk assessments.
- I sent job offers and contracted crew via Etribez.
- I helped set up an international shoot and liaised with the local fixer to book in activities and filming locations.
- I assisted the team on location as and when required for a variety of shoots in the UK.

**Production:** Horrible Science, Series 1 **Company:** Lion Television **Role:** Junior Production Manager  
**Broadcaster:** CBBC. **Episodes:** 15 **Dates:** Feb 2024 - Feb 2025

- I assisted in setting up writers rooms and read throughs.
- I worked with legal to distribute writer commission contracts and updated the contract tracker.
- I sent job offers and contracted crew via Etribez.
- On location I liaised with all departments including Art, Hair & Make Up, Lighting, Rigging and Costume in regards to the hiring of dailies and any other additional crew or changes.
- I helped manage and train the production coordinator and runners.
- I assisted in the setting up and the derig of the production offices and studio for both location and studio filming.

**Production:** Nova - Revolutionary War Weapons **Company:** Lion Television  
**Role:** Junior Production Manager **Broadcaster:** PBS America **Dates:** April 2024

- I arranged the carnet and organised travel and accommodation for crew filming in the USA.
- I created the call sheet and distributed all production paperwork.
- I also booked additional crew and kit in the USA.

**Production:** Horrible Histories 'Orrible Opera Prom Special **Company:** Lion Television  
**Role:** Production Manager **Broadcaster:** CBBC **Dates:** May 2023 - Sept 2023

- I worked closely with the production executive and team to ensure the production stayed on budget.
- I sent all job offers and contracts for crew.
- I completed the risk assessments for the link shoot and concert day.
- I liaised with the edit including the series producer and post house throughout post production and delivery.

**Production:** Horrible Histories S10 and S11 **Company:** Lion Television **Role:** Junior Production Manager  
**Broadcaster:** CBBC. **Episodes:** 30 **Dates:** Jan 2022 - Jan 2024

- I distributed editorial and production paperwork to all cast and crew, including, schedules, scripts, call sheets and risk assessments.
- I liaised with cast agents regarding availabilities prior to and during the shoot and checked with the producers regarding the schedule.
- I booked suppliers for the location and studio shoot, including caterers and water supplies.
- I completed post paperwork, cleared archive and helped arrange ADR sessions.

**Production:** Horrible Histories S9 **Company:** Lion Television **Role:** Production Coordinator. **Broadcaster:** CBBC **Episodes:** 8 **Dates:** Sept 2021 - Dec 2021

- I helped organise green screen shoots and ADR sessions for Horrible Histories series 9 and assisted in the studio during filming.
- I also completed post paperwork and cleared archive for series 9.

**Production:** BBC Proms 2021 **Company:** Livewire Pictures **Role:** Prod Coord/Sec. **Broadcaster:** BBC **Episodes:** 20. **Dates:** June 2021 - Sept 2021

- I liaised with the BBC concerts team and OB directors to obtain stage plans and key information for each concert.
- I updated the master camera positions documents, keeping in constant contact with the OB facilities team.
- I created the main schedules for the concert record days, working around the concert teams schedule. I distributed all production paperwork and was across updating script changes for the autocue script, working directly with the producer and attending the script meeting before the presenter rehearsal.