

# Abi Slack

Production Secretary | Production Assistant  
07946200023 | abi-slack@live.co.uk | Brighton/London

- Coordinating production logistics and resources
- Writing and distributing call sheets, RAs and TMOs
- Production finance including PMI, Pleo and Equals
- Casting and background checks, LexisNexis, Spotlight
- Talent, contributor, gallery and production running including logging, lifting and shifting, and basic kit
- Full UK driving licence (25+), can drive minivans/medium vans
- First Aid at Work certified
- Enhanced DBS (update service)
- Training: Production safety, copyrights, compliance, Albert, postproduction
- IT: F track, Tinkerlist, Finaldraft, Adobe CC, Silvermouse

## Experience: Production

**Production Secretary** | *Interior Design Masters S7 (BBC)* | Darlow Smithson Productions, Banijay UK | May – October 2025

- Managing production finances using PMI, including raising invoices and reconciling floats.
- Creating and distributing call sheets, arranging travel and accommodation, and supporting with shoot logistics.
- Providing hands on, adaptable support to the whole production on location shoots.

**Production Assistant** | Brighton Zoo (Plug In Media x Blue Zoo Productions) | February 2024 – May 2025

- PA to the MD and office manager, looking after the office, guests, bookings, the development slate and interns.
- Animation Production Assistant on 2D animation projects, setting up tasks for the team on Ftrack, script administration and processing additional requests for media including exporting stills from Toon Boom Harmony and After Effects.
- Production Assistant on the Fugglers project, a series of 90 live action YouTube comedy episodes, including casting, script editing and production coordination.

**Production Assistant - Steph's Packed Lunch (Channel 4)** | Expectation Entertainment | September 2022 – December 2023

- Operating autocue on 10+ hours of live TV every week, amending, proofreading and formatting scripts, and supporting with compliance and post-production paperwork using Silvermouse, booking travel, writing call sheets and risk assessments, organising props, conducting background checks, and helping with general production needs including de-rig.

## Experience: Runner

**Runner** | *Christmas Midnight Mass 2025 (BBC One)* | BBC Studios | December 2025

- Lone runner supporting live location OB.

**Runner** | *Stand Up to Cancer: Cancer Clinic Live (Channel 4)* | Hidden Light | December 2025

- Gallery/Production runner on live hospital-based OB.

**Runner** | *Commercial Stills Shoot* | Runna x Lululemon | December 2025

- Looking after kit, keeping makeup and talent on schedule, lunches and resources.

**Runner** | *The Jury S3 (Channel 4)* | Screendog | October – December 2025

- Unit driver and runner for stills team and PDs, logging contributor interviews and getting releases, basic kit support.

**Runner** | *2-Day Screenwriting Course with Philip Shelley* | Script Consultant | November 2025 & February 2026

- Supporting Philip with the delivery of the course and looking after participants and guests.

**Runner** | *Batch from Scratch S2 (Channel 4)* | South Shore | November 2025

- Location Runner x1 episode.

## Experience: Other

**ITV X Creative Access 2025 Mentee**

- Mentored by Producer/Director, ITV Daytime Louise Houston.

**Assistant Director / ASM** | Carriageworks Young Theatre Makers | March 2022 – February 2024

- Running rehearsals and assistant stage managing on shows in both the main theatre and studio, plus facilitating and supporting in the delivery of devising workshops throughout the year, working with young people aged 8 - 18.

**Trainee Director - Much Ado About Nothing** | Sheffield Theatres + Ramps On the Moon | August – September 2022

- Placement following completion of Ramps on the Moon Intro to Directing course with Sheffield Theatres and Leeds Playhouse, shadowing director Robert Hastie. Supporting and observing company rehearsals and creative meetings.

**Channel 4 Content Creatives Trainee** | Channel 4 + SharpFutures / Social | May – August 2022

- Digital and social media training scheme with placement at creative agency Social, which involved copywriting, content creation, research tasks for clients, stakeholder engagement, and support with client meetings, events and projects.

## Education:

**MA Drama Writing** | Bristol Old Vic Theatre School

**BA (Hons.) Media Production** | University of Lincoln

*References and further employment history available on request. I give permission for this CV to be held on file and passed onto relevant parties for the purpose of employment.*

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## Credits:

### Production Secretary/Assistant (Broadcast)

05.2025 – 10.2025	Production Secretary	<b>Interior Design Masters S7</b>	DSP South/Banjay/BBC
06.2024 – 05.2025	Animation Production Assistant	<b>Supertato Series 3 &amp; 4</b> (2D animation)	Brighton Zoo/Blue Zoo Productions/BBC Kids & Family/CBeebies
09.2022 – 12.2023	Production Assistant	<b>Steph's Packed Lunch Series 4</b> (live, studio)	Expectation Entertainment/Channel 4

### Runner (Broadcast)

12.2025	Runner	<b>Midnight Mass 2025</b> (Live OB)	BBC Studios/BBC 1
12.2025	Runner	<b>SU2C: Cancer Clinic Live</b> (Live OB)	Hidden Light/Channel 4
11.2025	Runner – 1 episode	<b>Batch from Scratch S2</b> (Unscripted, location)	South Shore/Channel 4
10.2025 – 12.2025	Runner – PD/Unit driver	<b>The Jury S3</b> (Fact Ent, drama element)	Screendog/Channel 4

### Production Assistant (Digital & Branded)

11.2024 – 03.2025	Researcher/Production Assistant	<b>Fuggler Fomo</b> (unscripted comedy)	Brighton Zoo/Blue Zoo Productions/Libertas/YouTube
12.2024 – 02.2025	Production Assistant	<b>Living With Fugglers: Road Trip</b> (comedy, 10 episodes)	Brighton Zoo/Blue Zoo Productions/Libertas/YouTube
06.2024 – 01.2025	Production Assistant	<b>Lalalinos</b> (animated music videos)	Brighton Zoo/Blue Zoo Productions/Tonies/YouTube
10.2024 – 01.2025	Production Assistant	<b>The Big Button Hole Quiz</b> (comedy, 10 episodes)	Brighton Zoo/Blue Zoo Productions/Libertas/YouTube
08.2024 – 10.2024	Production Assistant	<b>Fugg Law and Disorder</b> (comedy, 10 episodes)	Brighton Zoo/Blue Zoo Productions/Libertas/YouTube
02.2024 – 03.2025	Production Assistant	<b>Tee and Mo</b> (children's animation, localisations)	Plug In Media/BFI/Banjay Kids
06.2024 – 10.2024	Production Assistant	<b>Fugglermercials</b> (comedy, 10 episodes)	Brighton Zoo/Blue Zoo Productions/Libertas/YouTube
06.2024 – 10.2024	Production Assistant	<b>Living With Fugglers</b> (comedy, 10 episodes)	Brighton Zoo/Blue Zoo Productions/Libertas/YouTube
02.2024 – 08.2024	Production Assistant	<b>Fuggler Business</b> (comedy, 10 episodes)	Brighton Zoo/Blue Zoo Productions/Libertas/YouTube
02.2024 – 08.2024	Production Assistant	<b>Never Date A Fuggler</b> (comedy, 10 episodes)	Brighton Zoo/Blue Zoo Productions/Libertas/YouTube
02.2024 – 08.2024	Production Assistant	<b>Fluff Up Your Fuggler</b> (comedy, 10 episodes)	Brighton Zoo/Blue Zoo Productions/Libertas/YouTube

### Autocue/Prompt Operator

09.2022 – 12.2023	Autocue Operator	<b>Steph's Packed Lunch Series 4</b> (Live daytime magazine)	Expectation Entertainment/Channel 4
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### Assistant Director (Theatre)

09.2023 – 02.2024	Assistant Director/ASM	<b>CYTM's Weekend of Discovery</b>	Carriageworks Young Theatre Makers/Carriageworks Theatre
03.2023 – 07.2023	Assistant Director/ASM	<b>The Untruth</b>	Carriageworks Young Theatre Makers/Carriageworks Theatre
09.2022 – 03.2023	Assistant Director/ASM	<b>CYTM's Memorable Weekend</b>	Carriageworks Young Theatre Makers/Carriageworks Theatre
08.2022 – 09.2022	Trainee Director	<b>Much Ado About Nothing</b> (rehearsal period)	Ramps on the Moon/Sheffield Theatres
05.2022	Director	<b>One Last Cigarette and Endless Cups of Tea</b> (rehearsed reading)	Ramps on the Moon/Bramall Rock Void at Leeds Playhouse
03.2022 – 07.2022	Assistant Director/ASM	<b>The Leeds Rainforest</b>	Carriageworks Young Theatre Makers/Carriageworks Theatre