

Lola Minney

07808 668 817 | lolaminney917@gmail.com | London Based

Experience

Pistachio Pictures | Producer's Assistant to Alex Boden

February 2026 [Paternity Leave Cover]

Managed daily administrative and logistical needs. Acted as a key liaison between the production office and external partners across multiple timezones. Responsibilities included scheduling, handling correspondence, note taking and project management.

Universal Pictures Content Group | Junior Acquisitions Executive

September 2023 – December 2025

Content team incl. development, production and acquisitions. Relevant experience below:

- Exec support (coordinate diaries, schedules, logistics, filing, database management)
- On the ground festival support, including last-minute changes and requests
- Creation of research summaries, briefing packs and pitch materials
- Frequently collaborated with internal production, marketing and PR teams
- Editorial/creative notes on scripts and screeners
- Research into unscripted formats, trends and emerging talent

Universal Pictures Content Group | Acquisitions & Production Assistant

Fixed Term | June 2022 – Sep 2023

Assistant to Director and Manager of Acquisitions & Production. Tasks included: reading scripts daily and writing detailed script coverage and reports, diary management, client liaison, payment contact and providing other adhoc administrative support.

Open City Documentary Festival | Runner

September 2021

Tasks included: talent handling, ticket distribution, mic roaming, gallery and cinema setup.

Transcriber

May 2018 – June 2022

Notetaker for high-profile clients such as NHS Birmingham and Ipsos MORI.

Education & Training

Northeastern London [fka New College of Humanities]

1st Class BA with Honours, English Literature with History

The Safe Sets: Starter Pack - Safe Elephant

High-End TV Scripted Production Paperwork - ScreenSkills

Safeguarding for all: Basic awareness for the screen industries - ScreenSkills

Tackling harassment and bullying at work - ScreenSkills

80 wpm typing speed | Proficient in Microsoft Suite