

LIZZIE WARNER

PRODUCTION AND MEDIA MANAGEMENT

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Greater Manchester and West Yorkshire (willing to travel)

CAREER SUMMARY

An enthusiastic MA Production Management for Television, Film and Digital Media student with experience in events management, delivery, and administration. With a keen interest in film, television, and musical theatre, I am looking to develop my pre-existing skills, learn new responsibilities and roles, and move towards a career within contributor care and research.

WORK AND TELEVISION EXPERIENCE

Producer | *Univision BTS Team, University of Salford* March 2025 – Present

Event Lead – *Richard Rock*

- Leading a production team from the creation to finalization of a 10-minute documentary surrounding Univision
- Creating risk assessments, call sheets and schedules for filming days with contributors

Front of House Volunteer | *Swing North, Manchester* Sep 2025 - Present

- Confirming valid membership passes, or taking on-the-door payments for classes where necessary
- Acting as a key point of contact for dancers, and advertising upcoming events in the region and by Swing North

Sales Associate | *Victoria's Secret, Manchester* Aug 2025 - Present

- Providing customer service to members of the public by answering questions with strong, clear communication
- Upholding company values of female empowerment, inclusivity, and togetherness within the brand

Production Office Placement | *True North Productions, Manchester* March 2026

Production Manager – *Katie Cahill*

- Logging recorded content using Trint and organizing downloads into a Google Drive system
- Assisting with office tasks surrounding consent forms, background checks, and location research

Location Marshall | *Amazon Prime Studios, Manchester* March 2026

Location Manager – *Sammy Thomson*

- Assisting in set striking after wrap, including packing equipment away and tidying location before get-out
- Supporting cordoning and locking areas, public management, coffee runs, and setting up areas

Runner | *Royal Television Society Northwest Annual Meeting, Manchester* Jan 2026

Event Lead – *Beth Hewitt*

- Assisting members of the RTS Northwest committee to the location of the AGM
- Liaising with event leads to understand the agenda and expected attendees of the meeting

Runner and Note Taker | *HOME, Manchester* Dec 2025

Event Lead – *Beth Hewitt*

- Acting as a concise minute-taker of a closed-hall meeting, documenting lead discussions and Q&A section
- Leading attendees to the location of the event, and communicating with event leads through preparation meetings

Stand In and Seat Filler | *Sports Personality of the Year Awards, Manchester* Dec 2025

Production Coordinator – *Mia Lawrie*

- Acting as a Stand In during rehearsals, tech runs, and full presenter run throughs in Dock10
- Acting as a Seat Filler during the live broadcast of the Sports Personality of the Year Awards

Events and Promotions Assistant | *Virtual and Immersive Production Studio at University of Nottingham* Nov – Dec 2024

- Recording events through concise notetaking and photography
- Supporting delivery of events such as workshops and installation showings, particularly surrounding the developing place of AI within creative spaces

Teaching Co-Ordinator, later President | *University of Nottingham Swing Dance Society, Nottingham* Nov 2022 – July 2025

As President:

- Submitting risk assessments, room bookings, and events applications, all within SU guidelines and regulations
- Lead organiser and event delivery lead of Nottingham 2025, a 200-person weekend dance festival
- Overseeing invoice management, budgeting, and Google Drive organization
- Creating and running a Wix.com website alongside producing social media posts using Canva

As Teaching Co-Ordinator:

- Acting as the main point of contact and organization for teachers regarding travel and expenses, timetabling, lesson content, and registration systems
- Completing minutes within committee meetings when required
- Liaising and leading a group of volunteers alongside Events Co-Ordinator

Communications Assistant | *FABRIC, Nottingham*

Jun – July 2024

- Supporting delivery of a variety of events, including the Birmingham Disability Festival, contemporary dance collective sharing, and student dance audition days, with briefing meetings attended before each event
- Completing office, research and events administration across different departments of the team

EDUCATION

MA Production Management for Television, Film and Digital Media | University of Salford 2025 - Present

Modules studied in: Factual Programming, Line Producing for Drama, and Creative Entrepreneurial Practice, Studio

BA Liberal Arts (Hons) | University of Nottingham | Awarded 1st Class 2022 - 2025

Dissertation on methods of Queering media for academic and non-academic audiences using the X-Men franchise

A Level English Language and Literature, Politics, History, and EPQ | New College Pontefract | A* in all 2020 – 2022

EPQ essay and presentation on queer and gender representation within the Marvel Cinematic Universe

SKILLS AND TRAINING

Planning and organization | Collaboration and teamwork | Notetaking and research | Administrative support | Time management

Movie Magic Scheduling

Microsoft Excel Scheduling and Budgeting

BAFTA Albert Accredited from April 2026

ScreenSkills Training Passport until February 2027

ScreenSkills Work Well Series until February 2028 (unconscious bias, tackling harassment, intro to mental health at work)

Emergency First Aid at Work Certification until October 2027

Experience using Trint logging software

REFERENCES AVAILABLE ON REQUEST