

—○ ADAM PARDY ○—
PRODUCTION SECRETARY – PRODUCTION ASSISTANT

CONTACT

☎ 07778044012

✉ adam.pardy@hotmail.com

🌐 Hertfordshire, London

PROFILE

Administrative professional with extensive experience supporting creative teams across theatre and education. Highly organised, detail-oriented, and confident prioritising workloads, schedules, and time-sensitive requests within fast-paced environments. My personal approach to work enables me to build relationships and aids with effective and efficient communication. I embrace working within a team as I believe different perspectives allow me to constantly evolve the way I work and allows me to take this with me when working independently. Having worked as an actor and director my communication and creative skills have been honed to be used to best serve a production and given me a deeper understanding of the needs of different departments.

SKILLS

Clean Driving License
Qualified First Aid
IOSH Training
Leadership Skills
Production Coordination
Liaising with Venues, Producers & Stakeholders
Schedule, Call Time & Timesheet Management
Attention to Detail
Creative Problem Solving
Working in Fast-Paced Environments
Prioritising Workloads
Efficient Workflows

EXPERIENCE

The Lord Chamberlain's Men – Company Manager/Assistant Producer March 2025 - September 2025

- Provided daily administrative and logistical support to Artistic Director and performers on an International/National tour
- Liaised directly with venues, producers, and stakeholders, acting as a primary point of contact
- Managed schedules, call times, and tour documentation, ensuring accuracy under tight deadlines
- Processed timesheets, reports, and tour paperwork with a high level of attention to detail
- Built the set and set up the technical aspect of the show each day and drove the set van to new location each day
- Tracked merchandise stock, handled cash floats and set/costume/props
- Maintained confidential company and personnel information at all times

East 15 Acting School – Freelance Visiting Artist May 2022 - Present

- Prepared and delivered professional workshops for MA Acting students
- Worked closely with course leaders to support scheduling, logistics, and student welfare
- Delivering residential projects, including timetabling, communications, and on-site coordination
- Adapted materials and approach to support access needs, including working closely with disabled artists
- Acted as a professional point of contact for students and staff in high-pressure environments
- Casting performers for both shows, as well as auditions students to join the course

EDUCATION

East 15 Acting School
2020 - 2021
MA Acting

University of Essex
2015 - 2018
BA Drama

**All Spring Media Production
Coordinator Skills Bootcamp**
June 2026

- Production Workflows
- Creating Call Sheets
- Child Licensing & Safeguarding
- Production Sustainability
- Health & Safety
- Copyright and IP

Event Essex – Event Co-ordinator October 2019 - August 2020

- Liaised with clients to coordinate venue hire, catering, and event logistics
- Managed administrative processes including invoicing, signage, and scheduling
- Served as the main point of contact on event days, ensuring client needs were met efficiently
- Handled a high volume of phone and email enquiries with professionalism
- Worked flexibly across early mornings, late evenings, and weekends

ON SET EXPERIENCE

Fracassantes Productions 'Immodest'
Actor
Fracassantes Productions 'Flying Duo'
Actor

Other Experience

Balcony Theatre – Assistant Director
2025-2025
Limans Productions – Creative Consultant/Stage Manager
2024-2024
BrightSparks – Team member
2021-2023
RSVP – Customer Support
2021-2022
St Michaels School – Cover Supervisor/LSA Support
2022-2025
University of Essex Student's Union – Bars and Catering Shift Controller
2018-2019
St. Michael's School - Exam Invigilator
2016-2017
Gordan Scott - Shoe Retailer
2013-2017
Open Day Ambassador
2013-2018

GDPR

I consent for my CV to be Stored/held on file and distributed for employment purposes

References

Available on request