

ciaran clancy

production coordinator

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full clean driving license

bio

A dynamic and hard-working production coordinator with a multi-faceted vision, from Editorial to Production Management. Positive and unflappable, I have proven ability creating/working in strong collaborative environments by pulling together all production strands involved in the successful delivery of a range of content. Application of firm budget management, practical compliance knowledge, and legal and ethical considerations.

recognition

Awarded Best Short Film
"BOUND"
Futureworks School of Media
2019

skills

SOFTWARE
eCat, Silvermouse, SAP,
FastClear, Quick Order,
Smartbook, BBC MusicBox,
WhatsOn, Digital Archive,
Jupiter, Davina, JEX Ingest,
Dalet Galaxy, Celtx, Final Cut
Pro X, Adobe Premiere Pro

PERSONAL
Excellent communication
Thorough organisation and planning
Ability to work under pressure
Pragmatic, thoughtful, committed

experience

The One Show "Salford VT Team" | BBC Documentary Unit

May 2023-Feb 2024

PRODUCTION COORDINATOR Organising resources and logistics at the earliest possible stage for assigned VT's, obtaining rights and legal clearances, managing production documentation and scheduling future films - within BBC guidelines and frameworks.

imagine... | BBC Documentary Unit

Feb-Apr 2023

PRODUCTION COORDINATOR Planned and ensured efficient coordination of simultaneous projects, people, resources and deliverables. Budget management within "imagine's..." remit and liaison with a diverse range of external providers.

Big Little Crimes S1, Fraud Squad S5 & The Moment of Proof S3 | Brown Bob Productions

Jun 2022-Jan 2023

PRODUCTION COORDINATOR Executed each shows ambitions within operational and financial constraints, through production, pre to post. Working to tight deadlines, in fast changing situations, whilst delivering solutions to improve cross functional team capacity to the PM and Editorial team.

TV & Media Operations | BBC Television

Feb-May 2022

PRODUCTION COORDINATOR Reversioned projects and 3rd party contracts by ensuring repeat programmes across all BBC channels were edited, scheduled, costed correctly and delivered for broadcast on time, with paperwork recorded accurately, then submitted using BBC systems.

Rip Off Britain: Holidays S10 | BBC Documentary Unit

Nov 2021-Feb 2022

PRODUCTION COORDINATOR Supported the production team to organise shoots, coordinate budgets and identify/source appropriate scheduling and kit resources. Compliance with Business Affairs when requesting PasC forms to ensure all archive rights were acquired and recorded for complete delivery.

Rip Off Britain S13B | BBC Documentary Unit

Jun-Nov 2021

POST PRODUCTION COORDINATOR Coordinated production activity for Links plus remaining films, ensuring timely delivery of transmission material to the network. Other duties incl: raising final payments, scheduling Presenters for VOs and completing Silvermouse paperwork using EDLs and Dock10 playouts.

Rip Off Britain S13A | BBC Documentary Unit

Feb-Apr 2021

PRODUCTION MANAGEMENT ASSISTANT Assisted PC's marshal Covid self-declarations before shoots, book kit, hire cars, couriers and source/clear archive for DITs - updating Airtable and various logs in the process.

Rip Off Britain: Live 7C | BBC Documentary Unit

Nov 2020-Jan 2021

PRODUCTION MANAGEMENT ASSISTANT Responsible for Albert certification and travel logistics of all talent and studio crew. Arranged PO payments for suppliers and ensured Loggers were briefed on viewing links/card logs.

For Love or Money S2 | BBC Documentary Unit

Aug-Oct 2020

PRODUCTION MANAGEMENT ASSISTANT Obtained release forms, logged Albert details thus filed the final footprint, along with additional location scouting and booking travel/accommodation for shoots.

Bitesize Daily: Teacher Talks | BBC Education

Mar-Jun 2020

PRODUCTION MANAGEMENT ASSISTANT Delivery of 100 online reporting forms via Silvermouse plus stills for iPlayer, raising req's, Fastfee's and keeping detailed logs of spend.

Bitesize + | BBC Education

Feb-Mar 2020

PRODUCTION MANAGEMENT ASSISTANT Completed stills rights clearances for online content plus logging/cross-checking forecasted spends for reporting and assembled call sheets for shoots.

Sports Personality of the Year 2019 | BBC Sport

Nov-Dec 2019

PRODUCTION MANAGEMENT ASSISTANT Organised travel arrangements, prepared Briefing Documents and call sheets for issue to all staff/external guests, liaised with major sports brands to acquire WWC2019 football kits at no cost and acted as chaperone for talent.

education

BA (Hons) Independent Filmmaking, Upper 2:1

Futureworks School of Media
2016-2019

A Level: Film Studies (C), Theatre Studies (C), Photography (D) AS Level: English Language (D)

Holy Cross College
2006-2008

9 GCSEs (A*-C) incl. A*-A in Media Studies, Theatre Studies, English Language & Literature

St. Monica's RC High School
2001-2006

additional

BOUND (Short Film)

Writer/Producer
2019

States Expense (Short Film)

Director/Writer/Producer
2018

Internship Scheme

Somethin Else Productions
Sept 2020 - May 2021

references

Available upon request