

Eilish Wilton
33 Town Street
Rawdon
Leeds
LS19 6PP

Telephone: 07710527779
E-mail: eilish.wilton@gmail.com

Personal Profile

I am someone who is highly self-motivated, committed, determined a smart creative and will always rise up to any challenge. I have demonstrated a sense of responsibility and an ability to work well under pressure both on my own and in a team. I am able to take on challenges and maintain a professional manner towards clients.

I am able to relate to a range of people due to my previous work experiences, which has enabled me to understand and deal with a range of different personality types, as well as being good at obtaining results from opportunities. Having the confidence to have travelled independently has allowed me to gain a wider perspective and insight into different cultures. This has helped me to put forward more creative and innovative ideas in the workplace.

Previous Employment

Jeremy Kyle - Junior Production Manager

October 18 - June 19'

- Co Managing and overseeing the production team to ensure they felt confident in there work and making sure they were hitting their targets to ensure a smooth running production. I would deal with any managerial issues as well as bi-weekly catch ups with the aim of helping their overall developments.
- Being responsible and the main point person in aspects of production on studio days. This includes managing 30 day runners, ad hoc filming and any issues which may have arisen with guests and anything relating to production.
- Working closely with the Production Manager to forecast and budget the series, to ensure the production would come under budget.
- Liaising with Post Production to make sure that deadlines for TX were being made and ensuring we had enough episodes to ensure we stayed on schedule.
- Helping the Production Manager to make the show albert certified. This included dealing with all of our suppliers to gain all the information required to enable us to be certified.
- Liasing with other departments such as Business Affairs, HR, Legals as well as outsourced suppliers to ensure a smooth running production.
- Being the main point person for setting up any locations shoots with producers. This would include; sourcing locations, budgets, risk assessments, hiring crew, logistics for travel for all talent and crew, and any additional kit that would be required.

Loose Women - Production Coordinator

October 16 - October 18'

- Being responsible for overseeing the daily runnings of the show in all aspects of production; This includes, daily call sheets, risk assessments, edit and prop requests, studio schedule and any ad hoc request from the editorial teams.
- Setting up Live OB's either studio based or live on location from various locations world wide and sorting the logistics of for both crew and talent.

- Being the direct point person for the features teams by helping set up all aspects of shoots which includes booking crew and kit, organising locations, call sheets and risk assessment as well as over seeing the budgets using the cost books to ensure all shoots come within budget.
- Overseeing and managing the daily running of the production team; production secretary and office runners, to ensure they feel confident with their daily tasks.
- Dealing with any compliance issues which may happen live on air and being able to action any footage which needs to be removed from all platforms with relevant departments.
- Being the Move Rep for Loose Women for a major studio move. Key responsibilities attending weekly meeting where i communicated key information to the team. I was also responsible for organising the team and key departments; such as Make-up and wardrobe and they're equipment across into various locations. This included making sure each department have all necessary equipment and being the point person for any issues that arose.
- Dealing with various technical departments, such as MMA, CTS and Edit when an issues arise or for the development of the show from a production point of view.
- Acted up as production manager for several months whilst the role was being filled and still do so when required.

Good Morning Britain and Lorraine - Production Secretary

April 16 - October 16

- Working closely with the features team to help set up shoots which included; booking crew, travel and accommodation and any location agreement if applicable
- Being responsible for creating and distributing daily call sheets
- Being responsible for looking after in house camera kits, laptops for the editorial teams and booking

Turn First Artists – Management Assistant

March 14 – December 15

- Working as day to day manager with various artists, writers and producer which include; Invisible Men, Maegan Cottone, Ms D, Lion Babe and Twinnie.
- Successfully creating strategies for artists, which include Image, Personal Development, A&R, Live, Brands and Marketing.
- Confidently liaising with creative teams in regards to music videos, photo shoots and live shows.
- Having regular meetings and building a strong a repore with record label A&R's, PR and management teams for projects for the talent to work on.
- Creating relevant documents to support the talent campaign such as, One Sheets, Biography, Sizzles and EPK as well documents which also log all their work to date on internal system.
- Registering all songs with the relevant publisher and collection societies whilst filing information in to the internal system.
- Sourcing personnel such as Glam, Backline, Musicians, Tour Managers, and Stylists for the talents team.
- PA to a director. Organising and Scheduling appointments, transport and preparing/creating documents for daily meetings whilst also dealing with personal requests at hand.

References available upon request.
