

SARAH GLEDHILL
Production Coordinator
+447768 432 489
Email: sarah.g.gledhill@gmail.com

I'm confident at working to tight deadlines, adapting to fast changing schedules and managing challenging budgets. I have often taken on additional roles demonstrating flexibility and resilience for the demands and needs of a production. Working the full length of multiple programmes, right from their very conception through to completing the post- production paperwork, has afforded me an end-to-end overview of the entire production process.



BBC Current
Affairs
8 x 60 mins
June 2016 -
Sept 2016
Bristol - UK

"GARDENERS' WORLD" - PRODUCTION MANAGEMENT ASSISTANT

A long running well loved "Current Affairs" programme which recently double it's output from 30mins to 60mins.

- Managing a high volume of VT's at various stages of completion ensuring they are ready for TX.
- Forecast and manage location budgets using ECAT.
- Raise contracts for Artists, Crew, Locations using MyBusiness.
- Working to tight schedules as the programme TX's every week.
- Post production paper work, including contracts for usage of copyrighted works.
- Delivering the final programme to channel.



Jan 2016 –
May 2016
Bristol - UK

HAPPY HOUR PRODUCTIONS – PRODUCTION COORDINATOR

Producing commercials for Cinema, Online, Radio and Television.

In addition to traditional production coordinator responsibilities outlined in previous roles, I have gained exposure to:

- Delivering completed adverts in all of the above formats.
- Coordinating multiple productions simultaneously.
- Arranging casting, dealing with agents.
- Client relationship management.
- Collaborating with third party creative agencies.
- Registering tailored composed tracks to PRS.



BBC Features
and Doc's
4 x 60 mins
July 2015 –
Oct 2015
Bristol – UK

"SECRET BRITAIN" - PRODUCTION MANAGEMENT ASSISTANT

Prime time documentary series.

- Scheduling.
- Raise contracts for Crew using Smartbook.
- Manage catering, accommodation and transport.
- Process permissions for locations.
- Complete Risk Assessments.
- Liaise with insurance and safety teams regarding shoots in extreme scenarios.



BBC Features
60 x 45 mins
Feb 2014 –
July 2015
Bristol – UK

"FLOG IT!" - PRODUCTION MANAGEMENT ASSISTANT

Formatted quick turnaround series with high production values for daytime.

- Assess the legalities of insurance, consent and copyright.
- Manage large scale public events, observing Health and Safety.
- Hire kit and additional equipment internally and externally.
- Mentoring new PMAs .
- Post production paper work (P4A).



Sept 2013 –
Feb 2014
Bristol – UK

**PA TO THE HEAD OF PRODUCTION AND PRODUCTION EXECUTIVES -
PRODUCTION MANAGEMENT ASSISTANT**

- To keep up to date of all Features, NHU, Doc's and Arts productions across BBC Bristol.
- Manage constantly evolving and complex diaries.
- Schedule meetings / conferences to tight deadlines and ensure all relevant paperwork is available.
- To exercise discretion and sensitivity at all times.

2 x 4

Mar 2012 –
Mar 2013
New York City
– USA

“2x4” - STUDIO SECRETARY

A global design consultancy headquartered in New York City with satellite studios around the world. They provide a range of quality design services to high profile clients such as Prada and Kanye West.

- Manage the online studio calendar, arrange and cancel meetings as necessary.
- Greet and build a rapport with clients.
- Assist in bookkeeping and timesheets.
- Maintain professionalism in a high-status environment.
- Compile proposals for new business.
- Manage the Archive, both the physical and digital works of the studio.
- Organise Partners and Designers travel and accommodation.

Oct 2011 – Feb 2012



“LOVE LIFE” - PRODUCTION SECRETARY

Prime time drama - 3 x 60 mins

Aug 2011 – Sept 2011



“KELLY + VICTOR” - PRODUCTION ASSISTANT

BAFTA Award winning independent feature film.

June 2010 – Dec 2010



“JUSTICE” - FLOOR RUNNER

Daytime Drama – 5 x 45 mins



“HOLLYOAKS” – FLOOR RUNNER / LOCATION ASSISTANT

Daytime Drama



“COMBAT KIDS” - PRODUCTION AND FLOOR RUNNER

Children’s Drama – 3 x 30 mins



“SHELFSTACKERS” - ART DEPT. ASSISTANT

Comedy – 6 x 30 mins

INTERNSHIP

Mountbatten Internship Programme

Mar 2012 – Mar 2013

The Mountbatten Program is a non-profit organisation that allows top graduates to work, live and study in New York City for a year. Places on this prestigious program are hard to come by. The scheme has allowed me to greatly develop my understanding of global business, both practically and academically.

- Postgraduate Certificate in International Business – included modules in:
 - Organisational Behaviour and Leadership
 - Global Business
 - Managerial and Financial Accounting
- Full time work at 2X4

EDUCATION

PGC International Business Management - St Mary’s University College

Mar 2012 – Mar 2013 Undertaken as part of the Mountbatten Program in New York City

BA (Hons) Television Production, Professional Practice – Teesside University.

Grade 2.1

Sept 2010 - Nov 2011

Dissertation: “Imaginary Borders” - Awarded best film for dissertation

FdA Television & Film Production – Cleveland College of Art & Design.

Grade 2.1

Sept 2008 - June 2010

Dissertation: “Alternative Earth”

SKILLS

Mac and PC dexterous. Filemaker Pro, InDesign, Final Cut Pro, Adobe Premier CS5, Avid Media Composer, and Computer Aided Design. Highly proficient in Microsoft Office. BBC First Aid on Location Trained - due 28/02/18.

References: Available on request