

Rita O'Halloran

Production Manager

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Full Driving Licence

PROFILE

I am an experienced Television Production Manager with several years' working in the Industry for all major television channels and multi-platform digital campaigns. I am well organised, creative individual, a team player that possesses excellent interpersonal and communication skills. Someone who is used to working under pressure and meeting deadlines. I am currently managing a 7 X 30' Ob Doc series for C4.

Responsibilities include:

General

- Management of production team
- Delivery of programme on schedule & to budget
- Scheduling of filming, editing & delivery
- Booking all facilities – studios, camera crews, equipment for overseas multi camera filming and in UK
- Filming schedules
- Organising overseas filming in Europe & US - carnets, schedules, crews, insurance, permits.
- Health & safety responsibilities – carrying out of risk assessments
- Setting up production insurance
- All 3rd party copyright clearances
- All Post Production paperwork

Financial

- Super user on SAP
- My Business
- PMI
- Setting up initial programme budget
- Keeping an up to date cost report
- Attending a cost report monthly with the financial department
- Checking all expenses & invoices

Legal

- Production contract with broadcasters
- Issuing freelance/PAYE contracts
- Music copyright & licenses

Post Production

- Scheduling & overseeing all post production
- Attending the online edit of the programme/Technical Reviews/Compliance reviews

COURSES

IOSH Health & Safety 3 day course(Jan2017)

PMI Financial Cost System (Dec2016)

ITV Cost Report (2012)

ITV I Business(2012)

Maverick Television PMI Course (2010)

Health & Safety in TV Production (Open Mike) 2009

Freelance course on a tape less world

BBC Music/Stills Copyright

BBC Fire Awareness

BBC fair trading

BBC health & safety

BBC legal course

BBC Safeguarding

EMPLOYMENT

TOPICAL TV (Sept 18-April 19)

CRACKIT PRODUCTIONS (Jan 18-August 18)

TOPICAL TV (Sept 17-Dec 17)

BBC STUDIOS(Mar17-August17)

LIME PICTURES(May16-Mar 17)

BBC RELIGION & ETHICS/NCA (Sep15-May16)

MAKER STUDIOS(Sept 15)

AVANTI MEDIA(August15-Sept15)

BBC RELIGION & ETHICS (July15-August 15)

NEWZOIDS (FACTORY/CITRUS TV)Dec14-May15

OBJECTIVE SCOTLAND Oct-Dec 2014

BOOMERANG (TWOFOUR) September 2014

LION TELEVISION June – July 2014

RAISE THE ROOF PRODUCTIONS October 2013- April 2014
 MAVERICK TELEVISION August 2013
 MENTORN TELEVISION May 2013-July 2013
 RAISE THE ROOF PRODUCTIONS October 2012- April 2013
 ITV FACTUAL (Shiver) January 2012-September 2012
 LIME PICTURES April 2011 – September 2011
 MAVERICK TV: August 10-March 2011
 OPEN MIKE PRODUCTIONS: October 09-March 2010
 BBC BIRMINGHAM: April 2009 – October 2009
 LION EYES TV: August 2008-November 2008
 CHANNEL K: April 2008-Jun 2008
 BBC MANCHESTER: March 1985 – March 2008
 OPEN MIKE PRODUCTIONS: October 09-March 2010
 BBC BIRMINGHAM: April 2009 – October 2009
 LION EYES TV: August 2008-November 2008
 CHANNEL K: April 2008-Jun 2008
 BBC MANCHESTER: March 1985 – March 2008

Please see list of programme credits below

Production Manager (Sept 18 – March 19)

Topical TV (7 x 30') £1 Houses Series 2)

Production Manager (Jan 18-August 18)	C4
Saving PoundStretcher (3 x 60')	C4
Tower Block Kids (2 x 60')	C5
Production Manager (Sept 17- Dec 17)	
£1 House (3 x 60') Ob Doc series	C4
Studio/Location Manager (May-August 2017)	
BBC Watch Dog Live	BBC1
Production Manager (2005-2017)	
1 x 60' Doc & 1 x 30' Doc (Post & Delivery)	BBC 1
Digital Content Hollyoaks,Towie,Evermoor	ALL 4/FB
Rip Off Britain (post)	BBC 1
'Britain's Muslim Soldiers' (1 x 40)	BBC 1
China & the London Season (1x60)	C4
Genius of the Ancient World (post production)(3x60)	BBC 4
Newzoids (6 x 30')	ITV 1
It was Alright in the 70s (2 x 60')	C4
Great Value Britain (2 x 60')	ITV 1
How Safe Is Your House (4 x 60')	BBC1
Kirstie's Best of Both Worlds (8 x 60') (Kirstie Allsopp)	C4
Phil Spencer Secret Agent Primes (5 x 60')	C4
Phil Spencer Secret Agent Daytime Post(40 x 60')	C4
Rory Bremner's Great British Views (20 x 60')	ITV 1
The Hit Factory(Stock Aitken and Waterman Story(1 x 60')	ITV 1
Royal Babies (1 x 60')	ITV 1
William at 30 (1 x 60')	ITV 1
Geordie Shore Magaluf Madness (2 x 60')	MTV
Children Hospital Series 2(12 x 30') with Lorraine Kelly	ITV 1
Children's Hospital at Christmas (1 x 60')	ITV 1
Alan Carr The Wonder Years (1 x 60')	C4
Rich Hall's Dirty South (1 x 90')	BBC4
Special K DVD 1 x 90' Peter Kay	Universal
Peter Kay Doc. 2 x 60'	C4
Peter Slater's Comedy Lab (1 x 30')	C4
Departmental Store retail series (3 x 60')	BBC4
'One Life' Sugar Mummies (1 x 60)	BBC1
'Welcome to My World (1 X 60')	BBC3
'Psyche' (4 X 60')	BBC3
'Honey We're Killing the Kids' (8 x 60')	BBC3
Country Tracks (35 x 60') BBC 1	BBC 1