

# Emma Shaw

[emmajanshaw@live.com](mailto:emmajanshaw@live.com)

07946 20 57 10

## Key Skills

Project Management: budgets, schedules, resource allocation, staffing and freelance hire

Creativity: ex-BBC filmmaker, editor, soundscape designer, experienced producer/director

Strategic Planning: departmental management, scheduling, new process implementation

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## Project Manager

I spent 9 years making broadcast television (BBC & ITV) and 4 years producing content for museums and arts organisations around Yorkshire (directing, filming, editing) and have spent the past year managing a studio of eight creatives in a fast growing creative agency.

## Employment

June 2013 - Present

**Fuzzy Duck, Stockport, Cheshire**  
**Studio Manager**

I create and manage the studio schedule and company resource allocation, as well as project managing larger commissions in the studio, including external resources.

I write and budget pitches, tenders and commissions and manage the budgets with the directors.

I am first point of contact for all the clients, dealing with schedules, content and workflow.

I manage eight creatives in the studio on a daily basis, as well as freelancers.

June 2009 – June 2013

**National Media Museum, Bradford, West Yorkshire**

Jan-June 2013

**Acting Manager of Exhibition Services**

Line managing team of five: designer, software developer, photographer and technical team.

Managing appraisals & organisation staff administration.

Managing multiple budgets up to £40k a year.

Implementing new schedule and resource management system to make best use of reduced staffing and resources.

Sitting on strategic planning team for museum forward planning

June 2009

**New Media Developer: National Media Museum, Bradford**

Manage and create audio and video for museum exhibitions, displays, conferences, festivals, marketing campaigns and online presence.

Manage production budgets, schedules and freelancers

Initiated an income generating stream for museum by creating AV for other museums and arts organisations, including National Railway Museum, Bradford Council, Axis Web, Alchemy, City of Film, Media Space at the Science Museum and Imperial War Museum.

Line managed in-house staff and freelance creatives.

Work on multiple projects simultaneously.

Develop good collaborative working relationships with artists exhibiting at the museum and museum stakeholders and partners.

Shot, directed and edited short films and audio exploring the lives and work of artists and renowned photographers for varied audiences.

Sept 2000-June 2009 **Freelance TV Production BBC & ITV**  
**Producer / Director**

Leading production team (APs, Crews, Editors) through research, filming, editing, sign off and programme delivery.

Writing scripts, constructing narrative, scheduling filming.

Ensuring editorial content is compliant to broadcast guidelines

Ensuring copyright clearances for archive and music

Filming/self shooting across the UK and Europe – building trusting relationships with contributors and gaining access to organisations such as hospitals and police services.

### **TV Credit Include:**

#### **Producer/Director or Director**

- BBC Producer/Director - *Natalie Cassidy's Real Britain*  
Documentary about the youngest man in Britain to develop breast cancer – self shoot
- BBC Director - *House of Angels*  
Landmark BBC1 series at Whipps Cross Hospital - filmed 6 months in Maternity and
- ITV Producer/Director - *Dog Rescue*  
Observational documentary series based at Manchester Dogs Home
- ITV Films of Record – *Producer/Director - Web Lives*  
Groundbreaking online/interactive observational documentary series for ITV Online
- BBC Leopard Films – *Director – Missing*  
Observational documentary series following Missing Persons charity and Met Police

#### **Assistant or Associate Producer**

- BBC Associate Producer - *ONE life: Scoops and Stiletto*  
Documentary following Grazia magazine around fashion week in London and Milan
- BBC RDF Media - Assistant Producer - *Would You Buy a House with a Stranger?*  
BBCThree series getting first time buyers on the property ladder
- BBC DV Director – *Don't Panic About Christmas Shopping with Ade Edmondson*  
Fast turnaround Christmas show filming on location in Liverpool over Christmas

#### **Researcher**

- ITV Screenchannel Ltd - Senior Researcher - *Inside Crime*  
Studio based crime series working closely with Met Police
- BBC Editorial Assistant – *Panorama*  
During second Gulf war
- BBC Bristol Researcher - *Bargain Hunt, Joy of Gardening*  
Second series of popular daytime show and documentary about gardening

#### **Other Employment**

Press Officer (maternity cover) Labour Group at the Greater London Assembly  
Deputy Box Office Manager at the Traverse Theatre & Theatre Workshop, Edinburgh

#### **Education**

BA (Hons) Communication Studies, Queen Margaret University, Edinburgh

#### **Interests**

I am studying counselling skills, training for Berlin half marathon and am involved in theatre around Manchester

References available on request