

Sally Ridley



BASED: Bristol

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KEY SILLS

Project management, event management, research & development, budgeting, financial management & cost reporting, project & staff scheduling, post-production, crewing & staffing, press & PR; logistical organisation, travel & transport management; all administration. Proficient in Microsoft Office, Excel, databases and the finance management & contracting systems S.A.P. and B.P.S.

Please note that I didn't work between Sept 2011 and Mar 2013 due to returning to Scotland to care for my elderly parents

BBC BRISTOL – Production Coordinator on “Hidden Kingdoms” (w/t) in the NHU, 3rd June-16th August 2013 & PC on “The One Show”, 29th Aug – 13th Sept 2013

TIGRESS PRODUCTIONS, Bristol Production Manager on the series ‘Wild Case Files’ for Nat Geo Channel, plus PC on filming across their slate of productions. Various dates between May and July 2011

12 YARD PRODUCTIONS, Glasgow

“Who Dares Wins”, Production Coordinator on the lottery quiz show, Glasgow Oct 2010

BBC CARDIFF

The One Show, BBC 1 Prime time series - Production Coordinator, July to Aug 2010

JDP LTD

Production Coordinator on a natural history series ‘Earthflight’ for BBC 1. Oct ‘09 to end Jan ‘10

BBC BRISTOL

Natural History Unit:-

Natural World – PC on the long-running flagship natural history series, Jun 07 to Mar 09

Fooled by Nature – Production Coordinator on the post-production paperwork for a Discovery Channel 26-programme series, Mar 07 to June 07

Big Cat Uncut – short contract as Prod Coordinator on post-production paperwork, May ‘06

Planet Earth – The Future, Production Coordinator, March ‘06

Wild, Production Coordinator, Jan ‘03 to April ‘03

Drama Department:-

Casualty – Production Coordinator on BBC1’s long-running drama series, Feb-Mar ‘07

Documentaries & Contemporary Factual:-

Antiques Roadshow, Events Manager, May ‘05 to Nov ‘05

20th Century Roadshow, Events Manager, Oct ‘04 to May ‘05

Flog It!, Production Coordinator, April ‘03 to Oct ‘04

RDF MEDIA WEST, Bristol

Dickinson’s Real Deal – Event Manager , ITV daytime antiques programme – Apr-Dec ‘06

SPIDER MOVIES LTD, Bristol

Production Manager on the development and pre-production of natural history programmes:-
2 for BBC 'Natural World'; 1 for Nat Geo TV & Film (NGCI/PBS WNET Thirteen); 1 for
National Geographic Channels International – Dec `05 to Mar `06

BBC WHITE CITY, Archaeology Unit, London

Meet the Ancestors, Production Coordinator, Aug `02 to Jan `03

BBC GLASGOW

HR Assistant, Feb to July `02

Ghost Stories with Christopher Lee, Stage Manager, 2000

Bob Monkhouse's DIY Film Show, BBC Choice, SM/Location Manager, 2000

McCoist & MacAulay, Stage Manager, 1999

Barmy Aunt Boomerang, Children's BBC Network, Chaperone, 1999

Edinburgh Nights with Mark Lamarr, Studio SM, 1998

Buried Treasure (within **Fully Booked**), Stage Manager, 1998

News and Sport live studio programmes, Floor Manager, 1997

Bright Sparks, Studio SM, 1997

Ran Dan, Gaelic comedy sketch programme, SM, 1996

Fully Booked, Studio SM, 1995

Mrs. Warren's Profession, PM/Floor Manager, studio drama, 1991

Stations, SM/Production Manager, a network BBC1 drama, 1990

Focal Point (with Scope Picture Productions), Production Assistant, 1990

SM & AFM on numerous studio, OB and film productions, 1986 to 1989

SCOTTISH SCREEN, Glasgow

SVQ Assistant, Jan `02

Projects Assistant, October to end Dec `01

New Entrants Training Course Assistant, March to October 2001

STV/SCOTTISH MEDIA GROUP, Glasgow:

Wheel of Fortune, Studio Stage Manager, 1999/00

Spinners & Losers, Researcher/PA, STV Politics Department, April 1999

Wheel of Fortune, Studio Stage Manager, 1998/99

High Road, Stage Manager, 1995

NB, Production Assistant, 1993

Machair, 2nd Assistant Director, 1992

Telethon, Programme Associate/Researcher, 1990 & 1992

Fun House, Programme Associate/Researcher, 1989/90

Wheel of Fortune, Programme Associate/Researcher, 1989

Night Flyte (with Hyndland Television), Production Manager, 1991

CHANNEL 4:

Dispatches, Production Manager (with Hyndland Television), 1991

Scottish Eye, Production Manager (with Hyndland Television), 1991

Brookside, Production Assistant (with Mersey Television), 1985

COMMERCIALS: with The Morgan Partnership (now called Merle Advertising), 1993:

Kwik-Fit, Agency TV Producer (campaign 'From dawn 'til dusk'), 1993

What Everyone Wants, Agency TV Producer, Christmas campaign with Leslie Joseph, 1993

Agency TV Producer on other TV commercials and numerous radio commercials, plus other contracts as **Creative PA** and **Personal Assistant to the Creative Director**.

COMMERCIAL MUSIC VIDEOS:

(with Control Video Productions and Keefco Productions):

Wet Wet Wet, Producer's Assistant for Scotland on 'The Wets in the Park' Glasgow Green concert video, 1989.

Slade, PM on two singles, London, 1984.

Robin Gibb, (of the 'Bee Gees'), PA on his video 'Secret Agent', Glasgow, 1984.

EDUCATION & CORPORATE VIDEOS:

Scottish Office, (with Scope Picture Productions), Production Co-ordinator on educational videos for 'Environmental Studies within the 5-14 Curriculum', in association with Dumfries & Galloway District Council., PM

Scottish Enterprise, (with Freelance Productions), PM

Daily Record, (with Scope Picture Productions Ltd), PM, 1990.

COURSES/TRAINING:

Oct 2008

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Feb 2008

Jan 2008

Dec 2007

Dec 2007

July 2007

July 2005

August 2004

May 2004

December 2002

September 2002

July 8-12th 2002

August 2001

2000 (updated in 2003)

1999

Safe Driving course

Final Cut Pro advanced course

Risk Management for Productions, Parts I & II

NHU Freelance contracting course

BBC 'My Risks' Assessment module

BBC Safeguarding Trust Course

BBC Freelance portal; BPS Finance Management; Final Cut Pro introduction; Managing Programme spends on BPS; BBC DV Solutions

BBC Editorial Guidelines 2005

Manual Handling, BBC Bristol

Safe Management of Live Events

S.A.P. – Introduction to Planning & Forecasting using Zfor

S.A.P. – External Purchasing

Factual Production Co-ordination Course, BBC Elstree

Skillset New Media Training, The Watershed, Bristol

BBC Health & Safety Course (CD-rom)

Queen's College, Certificate in Management Skills

EDUCATION

1980-83

GLASGOW UNIVERSITY - MASTER OF ARTS

MA in English, Drama, Film & TV Studies (also Moral Philosophy and Spanish).

1967-80

ST. GEORGE'S SCHOOL FOR GIRLS, EDINBURGH

Positions held: Prefect, Vice-Head Girl.

Highers: 5 **O-Grades:** 8

Other activities:

Senior School Choir & Madrigal Groups; solo singing; guitar.

OTHER SKILLS:

Typing:

Copy – 75+ wpm

Computing:

S.A.P./B.P.S. finance management; P4A (pre and post-production paperwork automation); artists & contributor contracting through the BBC Freelance Portal; Microsoft Word; Apple Mac; Excel; Outlook.

Hold clean, current driving licence.

INTERESTS:

Travel; film & theatre; photography; sailing; swimming; badminton; boogie-boarding; singing; walking.

TRAVEL: Czech Republic, Senegal, Sierra Leone, Nigeria, Europe, Turkey, USA, Tunisia.