

Sarah Pickles

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I hold a full clean driving licence and a current, clean Criminal Record Check/DBS
Part of the BBC Production Talent Pool and Extend Talent Pool. (Completed Mandatory BBC Training.)

I love to be organised and to finely plan tasks, writing lists is a minor obsession of mine! To me there is nothing better than the buzz of being in a high pressure environment and working with a team to a shared goal. I am confident in taking on new challenges, and happy/able to work across Yorkshire & Manchester, with an additional base in Oxfordshire. References available upon request.

Inflammable Films Ltd: 9th February - 22nd April 2016

Production Secretary on "Journeyman"

Worked as Production Secretary on the 2nd Paddy Considine film "Journeyman" based in Sheffield, developing my skills as a Production Secretary from television into film systems:

- Arranging travel and accommodation across the shoot for cast, crew, FSA's & VIP's in numerous locations, often at short notice.
- Liaising with truck drivers to arrange the moving of vehicles when the Unit moved.
- Maintaining accurate and up to date paperwork, including Cast Lists, Cast Headshots, Unit List, Distribution Logs, Vehicle Logs etc.
- Inputting script amendments into Final Draft, proof-reading, watermarking, and issuing to relevant cast, crew, & execs.
- Working with the 2nd AD to arrange cast travel, in particular for cast members who we had to work around other jobs – due to 2/3 of the cast list being real examples of the role/VIP's playing themselves, rather than actors with agents.
- Being the main point of contact for SA's with special requirements who needed supervision prior to being taken to set – including arranging a conference room as a last minute holding bay, ensuring they knew what was happening with the day, and liaising with the 2nd AD to travel them to set, and communicating with "Headway" contacts to ensure we were offering any support required.
- Helping to oversee duties of the Green Runner & Production runner, as well as helping to oversee running of sides/call sheets etc.
- Where time permitted, assisting the Production Co-Ordinator & Art Department with clearances.
- Arranging suppliers for numerous eventualities including hotels, apartments, taxi companies, photocopiers, water coolers, vehicle hire, doctors, dentists, Royal Mail, couriers, & many more besides.

Channel X: 22nd June 2015– 11th January 2016

Production Secretary & Post-Production Secretary on "So Awkward" Series 2

I was asked back to So Awkward as Production Secretary, and once again as Post-Production Secretary. Here I applied my skills learnt as a Production Assistant to step up into this new role – and thoroughly enjoyed the challenge. Tasks included:

- Booking travel & accommodation for cast, including sending comprehensive itineraries & welcome packs.
- Maintaining a comprehensive accommodation spreadsheet and train log to update Accounts.
- Liaising with the Production Co-Ordinator about the general set up, shut down, & running of the office, helping her where necessary to search for footage required for the shoot, and checking clearances & liaising with the 2nd AD.
- Reading & checking scripts, in order to create a character log & to check the neg-check reports.
- Organising water coolers, photo-copiers, confidential recycling, stationery & other suppliers
- Creating and maintaining the Unit List, Cast List, Cast Headshots, Suppliers List & ensuring those requiring such information did so in a timely and efficient manner.
- Helping the Production Runner with her tasks, ensuring she was happy & helping with sides/call sheets etc when she stepped up to help on the floor.
- Post Production Paperwork – as per Series 1, including Schedule of Residuals, compliance, programme as completed paperwork, organising scripts & ADR sessions, & generally assisting the Producer.

Objective Productions: 2nd March – 5th June 2015

Production Assistant on "Fresh Meat" Series 4

This was a challenging role, and though I started as Production Runner, my title was upgraded to that of Production Assistant after multiple periods of time without a Production-Co-ordinator - which meant stepping up to a more involved role including:

- Organising couriers, taxis, and some train travel.
- Arranging CBT bike training & instructor for a cast member (for insurance & training purposes).
- Dealing with numerous and continual script amendments, on a daily basis (particularly at the start of shooting).
- Overseeing Skillset trainees & additional runners – teaching them about the general running of the office etc.
- Helping the Line Producer to recruit additional crew, organising CV's and sourcing cover.
- Printing and delivering call sheets & sides – including cutting and pasting together after some script problems resulting from the various amendments.
- Maintaining records of paperwork, contracts, SoH's, training etc. Who issued to, when, and when returned.
- Generally overseeing the smooth running on the office. We were shooting Sunday – Thursday with the Secretary covering Friday's, so on Sunday's I aided with some Secretarial duties.
- Organising and loading props vans for a London based shoot day with all Production, locations, & Health & safety items
- Overseeing the completion of release forms for members of the public caught on camera whilst filming in a bus station.

Channel X: 27th May – 14th December 2014

Production Runner, then Post Production Secretary on "So Awkward"

13-part series for CBBC, for which I was involved in prep, throughout filming, & post-production. I learnt a great deal about logistical elements behind a television series as part of a production team, working to ensure the smooth running of the office and production as a whole & working as the main point of contact during post-production.

- Managing water cooler, hire, and confidential recycling logs.
- Printing sides/call sheets/movement orders/risk assessments.
- Assisting the accountant with petty cash and accounts input (when the accountant broke her wrist).
- Providing general office support - filing, deliveries, checking vehicles, setting up rooms, stationery/consumables orders.
- Helping to organise/set up read-throughs, rehearsals, casting sessions, and meetings.
- Managing the internet MiFi system to ensure everything was working correctly, and not going over the data allowance.
- Helping to organise and oversee the wrap party.
- Creating Cast Headshots for all departments, as well as updating the cast and contacts lists.
- Filling in BBC Diversity Forms, Compliance, Music Clearances, Programme as Completed forms, timing scripts etc.
- Chasing & filing Contracts (both digital and physical copies).
- Maintaining Post-Production Logs, debit/credit card, taxi/couriers, Train bookings, etc.

Cowboy Films: 15th January – 14th March 2014

Production Runner/Assistant on “Bill”

Working as part of the production team in York liaising with multiple departments on the logistical elements of production, working as a runner but taking on a number of secretarial tasks, and production assistant with the 2nd Unit, duties include:

- Organising couriers across the country, same day and overnights.
- Finding, viewing, and booking props stores, construction workshops, and costume bases.
- Maintaining logs of key information, couriers, cars, hire list, Purchase Orders etc.
- General office duties, from photocopying scripts, sides, call sheets, booking taxis, filing, stationery orders, managing the phones, and liaising with reception staff and facilities over deliveries, questions etc.
- Driving duties with producers/directors, and to and from base and the office.
- Helping manage accommodation concerns including finding/on occasion booking hotels, cleaners, returning keys.
- Office management including completing the Suppliers list and Full Unit lit.
- Generally acting as a source of local knowledge in the York area.

Bad Bonobo Productions: 9th December – 13th December 2013

Logger/Logs organiser on “Still the Enemy Within” for the Sheffield Documentary Festival.

This was an independent production, for which I was brought on to help order the logs of archive footage/images (which had been done by different people) for the edit, working to enhance their relevance/organisation, including:

- Ensuring logs accurately represented the footage.
- Correlating footage with an editor’s wish list & highlighting the most relevant clips & logging new footage.
- Matching footage with key words & checking previously logged footage all followed the same system.

Cuba Pictures: 21st October - 26th October 2013

Production Runner on “Jonathan Strange and Mr. Norrell”

This is a 7-part period/magical drama adaptation for BBC1. I was brought in as additional help in the final pre-production/prep week, which taught me a lot about the pre-production process in an intensely high-pressure environment, tasks included:

- Comparing prices on consumables, ordering and organising delivery.
- Liaising with various parties to set up a photocopier in the AD truck.
- Delivering messages between different departments.
- Completing purchase orders and working with the accounts department.
- Photocopying, collating, and binding large numbers of scripts, sides, and call sheets.
- General office duties such as signing in deliveries and cars, driving, filing, and helping the coordinator/manager.

Kindle Entertainment: (Work Experience 2 weeks, paid one week) 7th – 18th October and 11th – 15th November 2013

Floor Runner on CBBC’s “Hank Zipzer”

I volunteered as work experience in order to assist the floor-runner during a particularly busy period. This included one week covering the floor runner, and one day in production helping to co-ordinate a photo-shoot during filming. Tasks included:

- Locking off the floor during takes.
- Delivering messages between departments.
- Ensuring actors were at the desired location, set, costume, make-up etc, at the required time & liaising with AD’s.
- Working with chaperones and tutors to ensure enough tutor hours were completed by the cast children.
- Helping the 3rd AD to direct SA’s when necessary & helping the 2nd AD with contributor paperwork, child licenses etc.
- Transporting mid-morning and afternoon snacks to the crew/set on time & helping to maintain the locations.
- Travelling adult and child SA’s to and from set, and keeping children quiet during such transitions.

Chocolate Media: 5th July 2013 – 20th September 2013

Junior Researcher/Researcher on ITV1’s “Blenheim Palace – Great War House” with Julian Fellowes

Working as part of the editorial team consisting of myself, the director, and the producer, in a fast-paced office environment. I learnt about the elements involved in telling stories throughout a documentary, the importance of sign-posting, and how to develop research accordingly. I was involved in numerous tasks, from initial fact sourcing, to making creative decisions;

- In-depth archive and genealogical research, including discussions as to how the overall arch of the show was developing.
- Liaising with Blenheim Palace staff and historical experts to aid with research.
- Finding potential contributors and conducting telephone interviews.
- Organising a comprehensive documents/props folder and spreadsheet according to shooting schedule and script, including sourcing images and discussing copyright details.
- Driving to location and acting as on-location runner.

Twenty Twenty: Work Experience 18th - 29th March 2013, Paid work 15th-29th April and 24th - 25th April 2013

Junior Researcher on “Benefits Britain – 1949”

As a member of the Historical Research team, I learnt about strict research practices, how to contribute research to show treatments, and how to think and make decisions ‘on the job’ – particularly making connections between the present & past systems.

- Online, telephone, and archive research, including work on current systems, and finding original documents to explore the format and structure of the benefits system in and around 1949.
- Developing clear research documents. & organising images taken from documents into an easily accessible folder system.
- Developing step by step guides/flow-charts to simplify the 1940’s “dole office” process for on-screen representation.
- Preparing briefing packs for contributors and managing the transcribing team to ensure all relevant documents were arranged for on and off screen use.

York Student Television: Voluntary 2008 – 2012.

I was a member, and 2011 - 2012 Station Director, of The University of York’s Student Television Station, YSTV leading them to being named Best Broadcaster at the National Student Television Awards (NaSTA 2012).

Education

The University of York - MA in Film and Literature; BA, English Literature and Linguistics, 2.1.

Thornton Grammar School, Bradford - GCSE’s, 4 A*’s, 6A’s, 1C, 1 Distinction; A-Levels, 3 A’s & 2 B’s