

Toby Robinson: Production Secretary
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PROFILE

Production Secretary with experience of tasks ranging from organising cast and crew travel and accommodation, production clearances and setting up supplier accounts alongside ad hoc production duties.

SKILLS

- Comfortable with production software such as DPO, EZY-PO & Setkeeper
- Basic Knowledge of Scenechronize
- Working knowledge of Eclipse Accounts Software
- 1st Aid Trained (British Red Cross, Dec 2019)
- DBS Checked (via BBC, Sept 2018 and Netflix, Nov 2019)
- Mac & PC Literate, with knowledge of MS Office, FCP7 & FCPX
- Full, Clean, Valid UK Driving Licence (25+) plus own car w/ business insurance

FILM & TV DRAMA EXPERIENCE

ROLE	PRODUCTION	KEY CONTACTS
2nd Assistant Accountant August 2020 – Present	Angela Black Two Brothers Pictures	Prod Accountant: Christine Hagon Line Producer: Pat Lees
Production Secretary Nov 2019 – March 2020	Zero Chill Lime Pictures / Netflix	Line Producer: Deborah Coombes Prod-Coordinator: Emily Axon
Production Secretary May 2019 – Oct 2019	Us US TV Ltd / Drama Republic	Line Producer: Pat Lees Prod-Coordinator: Katy Lawrence
UK Production Assistant Feb 2019 – April 2019	Peter Rabbit 2 Rose Line Productions Limited	Line Producer: Andrew Warren Prod-Coordinator: Gemma Jones
Production Secretary Sept 2018 – Jan 2019	Hetty Feather Series 5 BBC Children’s Productions Ltd	Line Producer: Derek Donohoe Prod-Coordinator: Rebekah Woolley
2nd Unit Production Assistant (Dailies) Sept 2018	The Aeronauts Aeronauts Productions Ltd	Prod. Supervisor: Alice Syed Prod-Coordinator: Gemma Jones
Production Runner June – August 2018	Cheat Two Brothers Pictures	Line Producer: Pat Lees Prod-Coordinators: Robert Price / Rebekah Woolley
Production Assistant May – June 2018	Merlin (R&D) Fincayra Productions / Disney	Production Manager: James Smith Prod-Coordinator: Gemma Jones

Production Assistant Feb – April 2018	Mary Poppins Returns – Additional Photography Cherry Tree Lane Productions	Production Manager: Hannah Godwin Prod-Coordinator: Emma Dunleavy
Production Assistant Jan – Feb 2018	Viva La Madness Tornado Productions	Prod. Supervisor: Marco Calabrese Prod-Coordinator: Alex Molden
Production Assistant Sept – Nov 2017	King Lear Playground Television UK	Line Producer: Michelle Mullen Prod-Coordinator: Anneka Coleman
Production Assistant June – Sept 2017	Juliet, Naked Turnlet Films	Production Manager: Polly Hope Prod-Coordinator: Scott Eaton
Rushes Runner Sept 2016 – May 2017	The Crown Series 2 Left Bank Pictures / Netflix	Production Manager: Harriet Worth Prod-Coordinator: Carrie Banner
Rushes Runner June – August 2016	The Death of Stalin Free Range Films	Production Manager: Livia Burton Prod-Coordinator: Scott Eaton
Production Runner (Dailies) June 2016	Taboo Scott Free	Production Manager: Darin McLeod Prod-Coordinator: Robert Price
Rushes Runner June 2015 – April 2016	The Crown Series 1 Left Bank Pictures / Netflix	Production Manager: Eve Swannell Prod-Coordinator: Carrie Banner

Qualifications

University for the Creative Arts, Farnham (2009 – 2012)
B.A. (Hons) Film Production – 1st Class Honours

References

Available on Request