

Laura McKenzie – Curriculum Vitae

Production Secretary

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- **Production Runner – LA Productions, ‘Broken – 2016’ (November- December 2016)**
Assisting the Production Team across in their final block of their 6 part drama for BBC1 2017.
- **Scheduling Assistant for Lime Pictures ‘Hollyoaks’ (July/August 2016)**
Assisting the Production Managers and schedulers. Using Adobe Story and WattWenn.
- **Production Secretary for Lime Pictures/ Disney Channel coproduction of ‘The Evermoor Chronicles –Series 2’ (May/June 2016)**
Duties included: Accommodation Deals with Hotels and rehearsal venues, Overnight travel for cast and crew, building facility health and safety management, sending meeting agendas and management of the production diary and conference call diary. Scripts, schedules and call sheet distribution to both cast, crew and clients, and supervising office production runners.
- **Digital Co-Ordinator for Lime Pictures. (September 2015- May 2016)**
Duties included: Organising a small team across Lime’s Digital output – Hollyoaks, The Only Way is Essex, Georgie Shore and Evermoor. Hiring external freelancers and equipment, creating budgets and liaising with clients over delivery timelines and creative briefs. Team Diary management through development to post production, liaising with cast, crew and broadcasters.
- **Production Secretary for Lime Pictures/Disney Channel coproduction of ‘The Evermoor Chronicles –Series 1’ (May 2015 – September 2015)**
- **Production Runner for ‘The Five’ RED Production Company (Prep and Block 1 - January – May 2015)**
- **Production Runner for ‘No Offence’ AbbottVision (August 2014 –January 2015)**
- **Production Runner for ‘Moving On’ LA Productions (June 2014-August 2014)**
- **Production Runner for ‘Bill’ Film Productions Ltd (January 2014- March 2014)**
- **Front of House Assistant- Altrincham Garrick Playhouse (October 2013- January 2014)**
- **Dickinson’s Real Deal Floor Runner (November 2013)**
- **Britain’s Got Talent Floor Runner (November 2013)**
- **Floor Runner for Mentorn on BBC’s “The Big Questions” (February 2011)**

Personal Projects:

- Lighting Director on University of York MA Theatre Production of ‘Twelfth Night’ (2013) [Design, Rigging and ETC Board Operation, Video Recording.]
- Creative Team Member of first University of York’s LUMA Film Festival 2012/13
- Tough Mudder North West Finisher 2016

Qualifications:

BSc Film and Television Production (2:1) The University of York, TFTV. (SKILLSET ACCREDITED course)

References:

- Chris Wood – Senior Digital Video Producer, Lime Pictures Limited
cwood@limepictures.com
- Katie Kearney – Freelance Drama Production Manager
Katiekearney@hotmail.co.uk
- Mark Devlin – Freelance Drama Line Producer
Markdevlin@mac.com