

# ANNMARIE STOTHARD

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Manchester based production secretary. Experienced within the genres of drama, factual, children's, live TV and commercials. I have worked within location, studio, green screen and live TV settings. I am over 25 with a full clean driving licence and business insurance. I am mature and eager to gain experience to progress my career within production.

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## Experience

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### **Feb – Mar 2019 – PMA CBBC (Post production paperwork) – CBBC Drama.**

Uploading post-production paperwork on Silvermouse.

### **Jan – Feb 2019 – PRODUCTION SECRETARY, BLAKEWAY NORTH. – *Greatest Ever Chocolate Ads* - C5**

I was asked to come on board as the production needed a turnaround deliverable product within 3 weeks. Duties included booking crew, locations, accommodation, travel, talent and working with silvermouse in post-production.

### **Oct – Dec 2018 – PRODUCTION SECRETARY, JESSY & NESSY – JAM MEDIA**

Organising transport, booking accommodation, call sheets, schedules, budgets, filing invoices and creating spreadsheets. Also, general office duties (note taking, research, telephone calls to senior production in LA /Ireland and prioritising emails).

### **2018 – AUDIENCE RESEARCHER / DRIVER, BBC RADIO 1 ACADEMY – BITESIZE**

Audience research, office running, driving talent and HOD's.

### **2018 – TALENT LIAISON, CBBC & CBEEBIES SUMMER SOCIAL – CBBC**

Organising schedules for meet and greet, ensuring targets where met for stage times, liaising with HOD's if there were any changes to be made.

### **2018 – LOGGER, YOLANDA'S BIG BAND – CBBC**

Logging scenes using Avid for the edit.

### **2017 – FLOOR RUNNER, SWASHBUCKLE – CBBC**

Taking of audience and contributors, liaising with teachers, being assigned children with additional needs. Communicating with departments so that the production ran smoothly for all involved.

### **2017 – FLOOR RUNNER (DAILIES), COLD FEET – ITV STUDIOS**

Working alongside the AD team and ensuring the crew and S/A/s were happy and safeguarding public.

### **2017 – FLOOR RUNNER, ENGLAND IS MINE (FEATURE FILM) – feature film**

Working closely with A.D. team and the director. Taking care of the artist and S/As on set. Communicating along all departments, signing in and out all S/As.

### **2016 – FLOOR RUNNER, NATIONAL TREASURE – C4 – FORGE**

Working with the AD team, locking off on location, ensuring the shoot ran smoothly.

### **2015 – FLOOR RUNNER, CORONATION ST LIVE EPISODE – NOWHERE TO RUN – ITV**

Looking after over 200 S/As and helping 200 crew members in whatever needed to be done to ensure the episode was seamless. Rehearsing for two weeks prior to shoot so everyone knew their timings and informing senior production of any changes.

### **2015 – FLOOR RUNNER, AFTER HOURS – JELLY LEGS -SKY ONE**

Working on both location and studio. Locking off, looking after artists, S/As and liaising with all crew.

### **2015 – FLOOR RUNNER BLOCK 1 –STREET CASTING ASSISTANT BLOCKS 2 & 3 – C4 RED PRODUCTIONS**

As a floor runner I worked closely with the 3<sup>rd</sup> and 1<sup>st</sup> AD and set background action as there were over 150 S/As in most days. I then stepped up to street casting assistant on block 2 &3 and worked to the brief set to me by Russel T Davies and Eros Lynn.

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## OTHER WORK EXPERIENCE

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**Drama** - Houdini & Doyle, Ackley Bridge, From Darkness, Our Girl, Blackwork, Marvellous (Floor Runner – Dailies)

**Children** – Evermoor -Disney, Class Dismissed, Wolf Blood (3<sup>rd</sup> AD Dailies).

**Factual** – Million Dollar Baby – True North – MTV (Office runner/researcher – work experience)

**Feature** – The Pebble and The Boy - Lion Eyes – 3<sup>rd</sup> AD

**Commercials** – Manchester United, Softbank, Salus Tech & Swissquote (Production assistant) – Beautiful Productions, Good Film Company, Sugar free TV & Mob Films.

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## EDUCATION

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UNIVERSITY OF SALFORD – BA HONS - TV AND RADIO PRODUCTION

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## SKILLS

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- Organised
- Pro-active
- Handling confidential documents
- Budgeting
- Excellent communication skills
- Research
- Silvermouse
- SLR photography
- Talk back
- Clean DBS check

- Skilled in Adobe Photoshop, Premier Pro, Microsoft Office and Google Docs
- Clean driving license & Business insurance
- Casting research
- Logging Forscene & Avid
- Able to set up a single and multi-cam shoot
- Handling petty cash and documenting receipts

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## PREVIOUS EMPLOYMENT AND HOBBIES

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I worked as a secretary for a law firm and estate agents for several years, before working within the music industry.

In my spare time I manage four netball teams and play weekly on the local premiere team. In my spare time I like to study my family genealogy and have researched and created an extensive family tree.

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**REFERENCES AVAILABLE ON REQUEST**

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