

Fiona Fung Junior PM / Production Manager / Covid Supervisor

T: +44 (0)7929 092328 E: fmlfung@gmail.com Greater Manchester

Personal Profile

I am a dedicated, enthusiastic, organised and approachable member of the team with a strong work ethic. A graduate of the Channel 4 Production Training Scheme, I am experienced in setting up shoots (for UK and international) for a range of genres; booking crew and talent, preparing call sheets, logistics, Health and Safety (including COVID safety practices), Insurance, programme delivery and paperwork, music and archive clearance, and budgeting.

Key Skills

- Safe Management of Productions (Exp 2022, and currently undergoing NCRQ H&S Certificate)
- First Option certified and experienced COVID supervisor
- Experienced with working with children, and proficient in child Licensing
- Proficient in post-production paperwork (inc Silvermouse/Discovery Portal/S4C)
- Knowledge of commissioning and contracting procedures
- Budgeting, including forecasting and cash reconciliation (eCat, PMI, Excel)
- Clean driving licence, own vehicle, comfortable driving people carriers and vans
- Experience with Carnets
- A solid understanding of GDPR requirements

COVID-19 Supervisor

The Circle S3, Celebrity Circle SU4C, The Circle USA S2 & S3 – Channel 4/Netflix (Aug- Nov 2020)

(Studio Lambert, Exec Tim Harcourt, Prod Exec Abi Brookes) This is a new role in the industry and for the show. The role worked alongside the dedicated on-site First Option H&S Consultant and included writing COVID-19 protocols to ensure all aspects of the production were safe and feeding this into the RA; constant monitoring and review to ensure crew are being compliant, and overseeing the testing regime. This was ever adapting as the Coronavirus pandemic evolved.

Production Manager

Children's Ward S3 – 5x 30' BBC Wales (Feb – July 2020)

(Chwarel Ltd, Exec Neil Grant, Sioned Wyn) Ob-doc series following the happenings of Wrexham Maelor Hospital Children's Ward. I joined towards the end of filming, and had an overview of the filming, plus follow up interviews during the Corona-virus pandemic. I wrote and managed the budget and oversaw the start of the edit.

Great House Giveaway – 28x 60' Channel 4/S4C (Feb – July 2020) *Credited as Post PM, Jnr PM and PM depending on episode*

(Chwarel Ltd, Exec Sioned Wyn, PM Lauren Stacey) A new daytime presenter-led property renovation programme. I joined initially as a Junior PM towards the end of filming (Oct 2019), then stepped up to PM in Feb 2020 to oversee the end of the filming, sale of the final properties, post-production and part delivery of the series to Channel 4. Other responsibilities included looking after crew and talent movements, supplier payments, booking tradespeople and building materials for the renovations, keeping an eye on the budget, and health and safety.

Parti Parlwr Pilot – 1x 30' S4C (Apr/May 2020)

(Chwarel Ltd, Exec Sioned Wyn) A fast turn-around pilot for S4C, using 'Zoom' to facilitate heart-warming calls between special individuals, their celebrity heroes, and comedian Noel James as host during the early days of the Coronavirus pandemic. I wrote and managed the budget, booked staff and talent, and worked with the technical team to facilitate the recording.

Fiona Fung Junior PM / Production Manager / Covid Supervisor

T: +44 (0)7929 092328 E: fmlfung@gmail.com Greater Manchester

Junior Production Manager

BBC Learning GDPR Project (April – June 2018)

Internal development project to ensure the department's archives are GDPR compliant.

Home from Home – Pilot BBC Two (March – April 2016)

(BBC Comedy, Exec Rebecca Papworth, LM Sarah Lewis) Location based comedy pilot featuring Johnny Vegas. Working closely with the LP, I booked crew and raised contracts, dealt with logistics (filming took place in the Lake District), post production and delivery.

Production Co-ordinator (a selection of most recent)

Fifth Gear Series 28 – 10x 60' Discovery/Quest (May – September 2019)

(North One TV, Exec Richard Pearson, PM Charlotte Godfrey) Production Coordinator for this fast-paced location-based motoring show; including overseas trips to South Korea and France. Role included booking crew, crew and talent logistics, reconciling petty cash, delivery and delivery paperwork.

BBC Teach – BBC.com (Sept 2017 – May 2019)

(BBC Learning, Exec Andrew Tomlinson, PM Moujan Piri-Pirnagh) Assisting with commissioning/contracting Indies for Educational content for the teacher-facing website, ensuring all deliverables were received on time and releasing milestone payments. I also worked closely with the department apprentices to train them on the processes and systems.

Live Lessons – BBC.com / CBBC (Jan 2017 – April 2019)

(BBC Learning, Exec Andrew Tomlinson, PM Moujan Piri-Pirnagh) Studio based live educational OB streamed to schools via the BBC website; featuring popular and well-known talent and a studio audience of school children. Arranging crew and talent contracts, payments, logistics, props, satellite bookings, budgeting, child licencing, delivery paperwork; and occasionally camels and eagles. Also helped to train up departmental apprentices.

Citizen Khan Series 3, 4, 5 – 7x 30' - BBC One (July 2014 – Dec 2016)

(BBC Comedy, Exec Rebecca Papworth, PM Sarah Lewis) Location and Studio based comedy sitcom. Covering logistics, contracts, delivery and delivery paperwork; also organised a full scene re-shoot and Birmingham promo screening event.

Sunny D – 4x 30' - BBC Three (Jan – April 2016)

(BBC Comedy, Exec Rebecca Papworth, PM Sarah Lewis) Music-heavy location-based comedy sitcom. Covering logistics, contracts, music clearance, delivery and delivery paperwork.

Salford Sitcom Showcase (April – May 2015)

(BBC Comedy, Commissioning Editor Kristian Smith, PM Dominique Molloy) Studio based, live performance comedy showcase event. Includes travel, studio and audience arrangements and hospitality.

Marrying Mum and Dad Series 3 – 10x30' CBBC (Jan-Jun 2014)

(CBBC, Exec Ninder Billing, PM Claire Pugh-Williams) Location based children's entertainment show. Arranged logistics, contracts, child licences, props, delivery paperwork; Includes setting up a foreign shoot and wedding in Paris.

References available upon request

GDPR Notice – This document may be kept on file or distributed for employment purposes.