

23 years' experience of working in television, touring theatre and film & television archives

PRODUCTION CREDITS

Production Co-ordinator July 2018 to January 2019	Poldark Series 5 Drama BBC 1 Mammoth Screen 8 x 1 hr <i>Filmed in Bristol, Cornwall & South West England</i>	Producer: LP:	Michael Ray Charles Bates
Production Manager April 2018 to July 2018	Zapped Series 3 Comedy Dave (UKTV) Baby Cow Productions <i>Filmed in Wimbledon</i>	Producer: LP:	Candida Julian-Jones Rebecca Kerley
Production Manager Feb 2018 – March 2018	The Killing Machine Comedy Short BBC Iplayer / BBC 2 Baby Cow Productions <i>Filmed in East London</i>	Producer: LP:	Joe Fraser Judith Bantock
Production Co-ordinator June 2017 – Feb 2018	Poldark Series 4 Drama BBC 1 Mammoth Screen 8 x 1 hr <i>Filmed in Bristol, Cornwall & South West England</i>	Producer: LP:	Michael Ray Charles Bates
Production Co-ordinator October 2016 – Feb 2017 Assistant Production Co-ordinator September 2016 to October 2016	Poldark Series 3 Drama BBC 1 Mammoth Screen 9 x 1 hr <i>Filmed in Bristol, Cornwall & South West England</i>	Producers: LP: PM:	Roopesh Parekh Michael Ray Vaughan Watkins Emma Brown
Production Co-ordinator May 2016 – Sept 2016	Tina and Bobby Drama ITV 1 ITV Studios 3 x 1hr <i>Filmed in Manchester, Leeds and Mallorca</i>	Exec Prod: Prod Exec: Producer: Director: LP:	Kieran Roberts Gary Connelly Spencer Campbell John McKay Amanda Wasey
Production Co-ordinator Feb 2016 – May 2016	Wasted Comedy Drama E4 Angel Eye Media 6 x 30min <i>Filmed in London, Hertfordshire and South West I</i>	Exec Prods: HOP: Producer: LP	John O'Callaghan Richard Osborne Heather Meyer Phil Bowker Lay-Ee Quah
Assistant Production Co-ordinator Dailies Episodes 8, 9, 10 - Main Unit, 2 nd Unit Jan 2016 – Feb 2016	Poldark Series 2 Drama BBC 1 Mammoth Screen 10 x 1 hr <i>Filmed in Bristol, Cornwall & South West</i>	Producer: Co-Producer: PM: PC:	Margaret Mitchell Roopesh Parekh Antonio Austoni Ben Rosa
Production Co-ordinator July 2015 – Dec 2015	Galavant Series 2 Comedy Musical ABC Network Abbey C Studios 10 x 30min <i>Filmed in Bristol, South West and Morocco</i>	Producer: LP: PM:	Helen Flint Jean Holdsworth Jess van Niekerk
Production Co-ordinator July 2015 (Last 4 weeks of shoot)	Close to the Enemy Period Drama BBC 2 Little Island Productions 7 x 1hr <i>Filmed in Liverpool, Manchester and London</i>	Producer: Director: LP:	Helen Flint Stephen Poliakoff Jean Holdsworth
Assistant Production Co-ordinator Jan 2015 – June 2015	Close to the Enemy Period Drama BBC 2 Little Island Productions	Producer: Director: LP: PC:	Helen Flint Stephen Poliakoff Jean Holdsworth Jess van Niekerk
Production Secretary July 2015 – October 2015	Agatha Raisin & the Quiche of Death Pilot Comedy Drama SKY 1 Mammoth Screen 1 x 1hr <i>Filmed in Bristol & South West England</i>	Producer: Director: LP: PC:	Matthew Mulot Geoffrey Sax Helga Dowie Jess van Niekerk
Producer's Assistant 1999 – 2001 (48 Episodes)	Peak Practice Series 9 - 12 Drama ITV Carlton Television 60 mins <i>Filmed in Derbyshire & Staffordshire</i>	Producers: Assoc Prods: PCs:	Neil Zeiger Phil Collinson Mervyn Gill -Dougherty Jean Holdsworth (S.12) Tina Murray (S.9-11) Carol Sneath Amanda Wasey

DAILIES

I have also drafted contracts from home (either cast, crew or both) for *Fortitude S3* (Fifty Fathoms), *Victoria S2* (Mammoth Screen), *The A Word S2* (Fifty Fathoms). I have also provided holiday cover on *Requiem* (Requiem Productions/New Pictures)

THEATRE & FILM ARCHIVING

2009 - 2014

Business & Commercial Development Manager – Media Archive for Central England

Responsible for all bookkeeping and quarterly management accounts. Jointly responsible for company budget (turnover c. £500k). Manager of archive clip sales, licensing clips to television productions, feature films and non-broadcast projects. Responsible for development and review of all agreements, licenses and archive sales rate cards. Executive Producer of 2 documentary DVDs, *From Headline to Tight-lines, the Story of ATV Today* (Focal Award Winner 2013) and *From ATVLand in Colour*. Archive Co-ordinator of 10 documentary DVDs produced by the Lincoln School of Media.

2004 – 2009

Administrator – New Perspectives Theatre Company

Coordinated the tour schedules and marketing of four theatre productions per year
Responsible for all bookkeeping, payroll and preparing the accounts for year end.

2002 – 2004

Assistant Sales Co-ordinator– Carlton TV Archive – Carlton Television

Negotiated clip sales of Carlton TV's archive to TV productions & commercial organisations. Knowledge of Clearances & film/tape formats

1998

Producer's Assistant – Chase Video Productions

EDUCATION, PROFESSIONAL TRAINING & MEMBERSHIPS

Short Courses: First Aid At Work - 3 Day Course (2018), 1st Option Safe Management of Productions (2018), Production Guild Assistant Co-ordinator 2014; National Film & TV School: Drama Production Management; Sage Accounts Level 3/Sage Manual Book Keeping, AIB Manual Booking Keeping Level 2; CACDP British Sign Language Level 2

Memberships: Women in Film & Television

Education: A Levels: History, Sociology & English Literature – Belper School - 1993