

**BARBARA MARY MCBRIDE ROBERTSON**  
**London and North based,**  
**willing to relocate**

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Date of Birth: 17/06/1993

**PROFILE:**

Having worked in media for seven years, I am a highly organized individual who relies on heavy planning to work on projects from pre-production, to delivery. I thrive in high pressure environments, with a great technical knowledge of avid, adobe cloud, nuke, flame, aspera orchestrator, MAM, and CMS workflows. Alongside having worked with multiple clients for broadcast (AS11 / tape), advertising (Adstream / social), and live pieces I have worked with such broadcasters as NFL, Channel 4, ITV, BBC, and Adult Swim.

**Warner Media – Turner Broadcasting – Off Air / On Air Co-Ordinator – EMEA Kids – 01/03/2019 – Current:**

- Working in animation for channels across EMEA (Cartoon Network, Boomerang, Adult Swim), on such heritage brands as Power Puff Girls, Rick and Morty, and Adventure Time.
- Creating production schedules and ensured deadlines met. Hiring production cast and crew, clearance, licensing / legal paperwork.
- Raising Pos, financial tracking, logging expenses, raising budgets and cost negotiations.
- Logging footage, ingesting media, archiving projects, and ensuring production processes adhered to.
- Working with franchise, programming, marketing and digital to create exciting content across the globe such as **Ben 10 Choose Your Adventure Toy Social Campaign**, and **Rick and Morty Garage Photo Op Comic Con 2019**.

**Perform Media – DAZN – Post Production Coordinator – 24/07/2017 – 01/03/2019:**

- Ensuring correct staffing and scheduling is in place, setting up relationships with 3<sup>rd</sup> party suppliers (e.g. post facilities / equipment hires)
- Operational training of staff (production / post), negotiating costs, and producing KPIS / data for shareholders.
- Designing and implementing CAN / US Post Production workflow and setting this up in x2 facilities in Leeds / Brooklyn.
- In-putting metadata, archiving, managing storage and all operational resources (lines for feeds, premier / avid suites, GFX stations, and VO booths / dubbing studios), and internal equipment.
- Rights management / flagging any issues for clearance.
- Working with Production, Post Production teams, and technical teams (in various reigns across world) to ensure correct delivery based on projects and deadline, and schedule project management
- Ingesting and editing / publishing content when required.

**Envy Post – Post Production Coordinator– 01/05/2015 – 24/07/2017:**

- Managing clients schedule and communicating with internal departments to ensure correct delivery requirements are met.
- Managing our machine room, to ensure jobs are prioritized based on urgency, logging and assigning correct cost for all requests.

- Juggling the requirements of various projects, working with both longform and shortform making sure correct workflows are followed for DPP / time broadcast and Ad stream or online / VFX file deliveries.
- Hands on edit support, ingesting of media when required.
- First point of contact for all departments, clients, and day-to-day running of Post facility, alongside training bookings assistants.
- Working as a coordinator at ENVY I have gained such credits as '**Post Production Supervisor**' on **Pitch International – Crossing the Line.**

**Cinage: European Union – Block 1 Producer – 6/12/2014 – 1/01/2015:**

- Hiring equipment, organizing studio space and scouting on set locations.
- Opening and overseeing spending of projects.
- Co writing and pitching ideas and completing paperwork for submissions.

**Carnival: Arts City Grant Funded – Line Producer – 13/06/2013 – 13/07/2014:**

- Organizing freelancers and negotiating all costs.
- Storyboarding, planning documentary structure and rights management.
- Data Wrangling and logging all rushes.

**Get Santa Feature: Scott Free Productions - Production Assistant – 06/01/2014 – 04/03/2014:**

- P.O. and paperwork filing with office upkeep and office management.
- On set runner, maintaining demands of cast.

**A Serious Boy: Short – Producer – 06/09/2013 – 15/04/2014 – BFI Naomi Short Nominated:**

- Scriptwriter, pre- production management, negotiating with suppliers, and rights management.
- Documenting and filing correct paperwork such as risk assessments and contributor forms.

**Utopia Series Two: Kudos Productions – Production Assistant – 14/09/13 – 30/01/14:**

- Assembling shoot bibles, sides of scripts, and other paperwork.
- Sourcing accommodation and travel for cast and members of crew.
- Organizing and managing rehearsals with cast and directors.

**EDUCATION AND QUALIFICATIONS:**

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| 2011-2014 | Northern Film School, Leeds Metropolitan<br>First Class Honors (3 year course)   |
| 2009-2011 | NORTHAMPTON COLLEGE (A Level)<br>Four A Levels including an A in Media, & 3 Cs   |
| 2004-2009 | BROOKE WESTON TECHNICAL COLLEGE (GCSE)<br>English Literature: A / English Language: A<br>ALAN Literacy: B<br>IT : GNVQ C (equivalent of 4 C GCSE)<br>And 7 other C GCSEs |

**ADDITIONAL SKILLS:**

St Johns Ambulance First Aid trained.

**REFERENCES AVAILABLE UPON REQUEST**