

RACHEL EGGLESTON

8 Kershope Grove | Salford | Greater Manchester | M5 4QE
Mobile: 07734 927 342 Email: r_eggleson@hotmail.com

SKILLS

- I am a multi skilled Production Secretary with over 6 years experience in television production.
- I hold a clean driving license and own a car.
- Understanding of compliance, data protection and completion of online BBC Safeguarding Trust Modules.
- Excellent communication skills, regularly forging professional relationships with suppliers and venues. I have set up numerous company accounts and liaise confidently with all departments.
- Highly organized updating Unit, Contact and Cast lists along with logs for expenditure.
- I'm confident using all Microsoft Office software

'Mount Pleasant' Series 3 – Tiger Aspect for Sky

Production Secretary Feb 2013 – June 2013

Producers: Serena Cullen LP: Josh Dynevor Coordinator: Rachel Jones

The Role of Production Secretary is extremely varied. I book cast accommodation and travel for over 50 cast members. I keep all essential paperwork up to date for example, Drivers Declarations, Risk assessment, Statement of Health forms. I liaise across all departments to organise the logistics to ensure the smooth running of the shoot including conference and meeting room bookings, courier bookings, taxis, stationary and even red diesel deliveries and relief drivers for our lighting department. I'm often asked to research products and companies that can offer value for money at short notice. I then maintain a database of all companies that we have used to source various props and services from.

'In The Flesh' Series 2 – BBC

Production Secretary September 2013 – February 2014

Producer: John Rushdon LP: Richard Moat, Coordinator: Rachel Jones

Screen Boo

Freelance Producer. June – September 2013

I produced VT's for online content at various location with camera crew and presenter. My role was to ensure the smooth running of the shoot, liaise with all contributors, undertake off screen interviews and check that all points were covered in our presenter led interviews.

'Mount Pleasant' Series 3 – Tiger Aspect for Sky

Production Secretary March 2013 – June 2013

Producers: Jane Wallbank and Brett Wilson, PM: Mike Noble, Coordinator: Rachel Jones

'The Wright Way' (Live Studio Recording) – Phil McIntyre Ltd for BBC

Production Secretary Dec 2012 – March 2012

Producer: Rohan Acharya, PM: Mark Devlin, Coordinator: Samantha Milnes

'Being Eileen' (Previously Lapland) - BBC

Production Secretary Sept 2012 – Dec 2012

Producer: Rosemary McGowan, PM: Mark Devlin, Coordinator: Katie Kearney

'The 4 0'Clock Club' Series 2 - CBBC

Production Secretary May 2012 – September 2012

Producer: Spencer Campbell, LP: Dominique Molloy, Coordinator: Mandy Todd

'The Secret of Crickley Hall' - BBC

Production Secretary Jan 2012 – May 2012

Producer: Annie Harrison Baxter, LP: Alison Loose, Coordinator: Sam Milnes

'Waterloo Road 7B' - Shed Productions for BBC

Production Secretary April 11 – Nov 11

Producer: Tim Key and Lucy Allen, LP: Emily Russell, Coordinator: Sam Milnes

'Lost Christmas' - Impact Film and Television for BBC

Production Secretary Jan 2010 – April 2011

LP: Emily Russell. Coordinator: Sam Milnes

Toasted Productions

Production Assistant. Corporate Video, Trafford Centre. December 2010

I undertook vox pops in the Trafford Centre and set up interviews with key staff. I gained permission to film in specific stores and supervised crew whilst we were filming.

'The Village' and 'Fairy Job Mother' - Studio Lambert for Channel 4

Casting Assistant July 2010 – Jan 2010.

I helped cast members of the public for two observational documentaries. I accompanied the Assistant Producer to the homes of potential contributors to film them to ascertain their suitability for the series.

'Sally On The Road' - ITV Psychic

Runner. May 2010

I was part of the production crew for the filming of Sally Morgan's UK theatre tour. I found suitable vox pops pre and post show and located audience members that received a physic message during the show to ask them for an interview. I had to obtain written release and consent forms and help with loading equipment after the show.

'Speak No Evil' - Feature Film

Production Assistant and Runner/Driver August 2010 – October 2010.

LP: Marshall Leviten. Coordinator: Amy Mobley

I was originally taken on board to secure accommodation for cast and crew. My duties extended to help to process scripts, schedules, call sheets and sides. I helped put together contracts and logged the progress of all paperwork relating to contracts, hire vehicles and crew credentials. As a driver/runner I managed my time efficiently to pick up and drop off cast and Director to location/unit base as required.

Channel M Television GMG

Assistant Producer/Researcher. September 2006 – March 2010

I started at Channel M as a researcher and progressed to Assistant Producer. The main format was a studio based, magazine show containing news, entertainment, lifestyle and sport. It combined pre-recorded VT's, readers and live studio guests

I secured celebrity interviews and arranged permission to film at a variety of venues and events. I booked informative live guests and pre-recorded interviews for features across a diverse range of topics from health and business to makeovers and cookery demonstrations.

I covered all areas of production including generating ideas, research, off screen interviews and editing. Where possible I accompanied camera crew and offered direction and compliance guidance on location shoots and ensured release and consent paperwork was completed. I provided call sheets for presenters with relevant studio guest and location shoot information.

Administration duties include keeping a studio diary updated for pre-recorded interviews, writing script and notes into ENPS for live guests and location shoot information.

Freelance Radio Broadcast Journalist

Dee 106.3 (Chester). Dune FM (Southport) Revolution Radio (Oldham) 2008 – 2009

Autocue group ltd

Autocue Operator. 'The Big Questions' / Sky / Setanta. 2007 – 2010

QUALIFICATIONS

University of Salford

University of Salford

University of Salford

Journalism NCTJ exams Law 1 and 2

Post Graduate Diploma in Journalism

English Literature BA 2.1

REFERENCES

Rachel Jones 07782 350 130

Sam Milnes 07775 848 646

Gemma Bond 07884 272 837

rljones@gmail.com

samantha.milnes@yahoo.co.uk

gemma.bond@screenboo.com