

Curriculum Vitae

Kerri Burbidge

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TV Production Coordinator

An astute team member comprising of over 10 years of experience in the film & television industry and 10 years experience freelancing in the music industry. A complete understanding of the high demanding pressures that the film & television industry offers.

Areas of Expertise

- ◆ TV/Video/Film Production
- ◆ Office Administration
- ◆ Creative understanding
- ◆ Professional liaison
- ◆ Meeting tight deadlines
- ◆ Clearance & Permissions
- ◆ Quote Requisitions
- ◆ Script amendments and issuing
- ◆ Diary Management
- ◆ Knowledge of broadcast equipment
- ◆ Organization and planning
- ◆ Production Scheduling
- ◆ Progress Reports
- ◆ Crew Booking

Significant Experience

- ◆ I produced the feature film 'Leatherbird' starring Philip McGinley (Game of Thrones) in May 2014 which screened in Manchester June 2016 and is due to screen in London in October 2016.
- ◆ I was production manager on a TV commercial shoot for Travelodge, employed by Sugarfree TV on freelance basis.
- ◆ I produced a short film 'Rock' starring Michelle Collins, currently in post production.
- ◆ I produced (and assisted with the writing of) the short film 'Molehills' starring Phillip McGinley (Game of Thrones) and directed by Rupert Hill (Coronation St). Currently in development into a comedy series.
- ◆ I also produced the short film, 'Rolling with the punches' also directed by Rupert Hill and starring Sally Carman (Shameless, Tyrannosaur).
- ◆ During the summer of 2009 I coordinated the video coverage of 11 UK music festivals for Clash magazine. This included booking the equipment and crew and arranging travel and accommodation, liaising with artists, artists PR and management to arrange interviews and backstage exclusive on camera acoustic sets. I also researched artist specific questions for the interviews and ensured that the final footage was to the correct specs for the deadline and uploaded to the internet to meet their deadlines.

Professional Freelance Experience

Duration	Employer	Job title and Responsibilities
January 2017 - June 2017	ITV 'Bancroft' 4 x 1 hour	Production Coordinator LINE PRODUCER - Des Hughes DIRECTOR - John Hayes PRODUCER - Phil Collinson
January 2016 - January 2017	Maternity Leave	Maternity Leave

August 2015 - January 2016	Fifty Fathoms / Tiger Aspect for BBC One 'The A Word' 6 x 1 hour	Production Coordinator LINE PRODUCER - Des Hughes DIRECTOR - Peter Cattaneo, Dominic Leclerc, Susan Tully PRODUCER - Marcus Wilson
February 2015 - June 2015	ITV 'Midwinter of the Spirit' 3 x 1 hour	Production Coordinator LINE PRODUCER - Des Hughes DIRECTOR - Richard Clark PRODUCER - Phil Collinson
September 2014 - January 2015	ITV 'The Trials of Jimmy Rose' 3 x 1 hour	Production Coordinator LINE PRODUCER - Des Hughes DIRECTOR - Adrian Shergold PRODUCER - Jane Dauncey
May 2014 - August 2014	Jellylegs Productions 'After Hours' 6 x 30 mins	Production Secretary / Coordinator LINE PRODUCER - Mike Noble DIRECTOR - Craig Cash PRODUCER - Gill Isles
May 2014	MIC Films	Produced feature film 'Leatherbird' starring Philip McGinley.
May 2014	Lavender Films	Produced short promotional video for Clipper House Hotel
April 2014	Meg Campbell Films	Produced short film 'Rock', starring Michelle Collins.
April 2014	Sugarfree TV	Production manager on TV Commercial for Travelodge.
March 2014	Lavender Films	Produced short promotional video for Fairfield Hotel.

Full Time Professional Experience (prior to freelancing)

Duration	Employer	Job title and Responsibilities
February 2013 - January 2014	Sugarfree TV (Formerly Two Sugars)	Producer / Production Manager/ New Business During my time at Sugarfree TV I have brought in new business for the company which I produced, including a TV commercial for Greenwich School of Management and numerous music videos. I have also worked as production manager on TV commercials for brands such as Nike and the Department of Health. I acted as PA to the company owner, arranging her meetings and managing her diary as well as maintaining client relationships and also headed up the creative development of projects, sourcing the correct creative person if not coming up with ideas myself.
October 2011 - February 2012	Seveer Media	Producer / New Business & Marketing I set up Seveer Films with MD, pulled in director's for their roster from all over the world including Marc Klasfeld (director of RHCP, Katy Perry, Foo Fighters videos and more) and arranged meetings with potential new clients. I also produced all the productions whilst I was there which included location sourcing in central London, crew booking, casting, script writing and other producer duties. The work I produced was music videos, training videos, TV commercials and online videos.

Full Time Experience (Continued)

Duration	Employer	Job title and Responsibilities
May 2011 - October 2011	Mezzo Films Leeds	Producer / Marketing & New Business / PA to Director Mezzo kept me very busy with a variety of responsibilities. I scheduled meetings with potential clients, produced projects for large clients such as Ikea and Asda and helped re-launch their music video business Poison Pen Films with my contacts from my music writing days. I did a lot of script writing and editing, casting, production scheduling and other producer duties.
March 2010 - May 2011	Equinox TV / Velvet Films	Production Assistant My role at Equinox TV evolved from production assistant to head of accounts and I also had a huge involvement in marketing and new business development. My duties in the accounts side were to manage cash-flow, payments, invoices, reducing business outgoings, managing budgets, payroll, VAT and making sure everything is accounted for. My involvement in production has been from production assistant to casting, location scouting and running creative development. I have also pitched ideas I have written, brought business in, booked crew, equipment testing and booking, shoot catering, I have been a runner and assistant on numerous TV commercial shoots, both studio and on location and generally assisting in everything the producers need. I also provided PA style support for the manager and various other administration duties, or generally anything that helps the production team and the business.
August 2006- March 2010	Visual Impact	Film & TV Equipment and Crew Coordinator As the equipment coordinator for TV commercials and dramas, I was the main client contact and in charge of new business, continuing with all my administration duties. I also provided PA style support for the management. My responsibilities on projects included co-coordinating the equipment for dramas and commercials, liaising with crew and assisting on shoots. My day-to-day duties included answering the telephone, taking and distributing messages, taking orders, arranging deliveries, producing paperwork for each job, invoicing and maintaining accounts, scheduling test days for camera crews, arranging design and production of company's marketing, updating managers diary, arranging his meetings and general administration duties.

Relevant Education

Institution	Qualification	Date Awarded / Left
Salford College, Worsley Campus, Walkden.	National Diploma Multi-Media Pass with high distinction	2006

Personal

Referees available on request.

- ◆ Born 02/01/1986
- ◆ Non- Smoker
- ◆ Full clean UK Driving License and own vehicle
- ◆ Own my own MacBook Pro for freelance projects