

WILLIAM SHELLARD

mob: 07896 640 127 | email: shellardwilliam@gmail.com

references available upon request

I am an enthusiastic, motivated and highly proactive member of a team. Experienced in UK based location and studio filming, booking crew and kit, travel / accommodation logistics and post production paperwork. I am a very creative and dynamic person with strong editorial and production management knowledge.

EXPERIENCE

APR 17 - JUL 17 ● **PRODUCTION COORDINATOR**
Antiques Roadshow Royal Special, Minehead Railway Station & 40th Anniversary Special

BBC One | BBC Studios | 5x 60mins
Production Manager: Amanda Brown

FEB 17 - PRESENT ● **PRODUCTION MANAGEMENT ASSISTANT**
Antiques Roadshow - Series 40

BBC One | BBC Studios | 4x 60mins
Production Manager: Deborah Reed

NOV 16 - FEB 17 ● **PRODUCTION SECRETARY**
Cheap, Cheap, Cheap - Series 1

Channel 4 | Hattrick Productions | 30x 60mins
Production Manager: Amy Humphrey

OCT 16 - NOV 16 ● **PRODUCTION MANAGEMENT ASSISTANT**
Mind Over Marathon

BBC One | BBC Studios | 2x 60mins
Production Manager: Mel Hoffman

FEB 16 - NOV 16 ● **PRODUCTION MANAGEMENT ASSISTANT**
Antiques Roadshow - Series 39

BBC One | BBC Studios | 8x 60mins
Production Manager: Mel Hoffman

NOV 15 - FEB 16 ● **PRODUCTION RUNNER**
Antiques Roadshow - Series 38

BBC One | BBC Studios
Production Manager: Mel Hoffman

NOV 14 - NOV 15 ● **PRODUCTION APPRENTICE**
BBC Bristol, Factual Television

BBC One | BBC Studios

KEY SKILLS

- Competent administrative and organisational skills
- Hard working, reliable, trustworthy
- Experienced with large scale multi camera set ups and quick turn around smaller shoots
- The ability to cope with last-minute changes while under pressure
- Confident dealing with talent
- Multitasking: setting up multiple shoots at once
- Copyright Clearances inc. footage / stills / artistic works
- Managing and forecasting own programme budgets

ADDITIONAL WORK

GRAPHIC DESIGN - BBC Bristol Open Doors Day
BBC | September 2016

CASTING RUNNER - Gardeners' World
BBC Two | BBC Studios | October 2016

DAY RUNNER - CBeebies Big Day Out
BBC Events | August 2016

DAY RUNNER - Dickinson's Real Deal
ITV 1 | RDF Television | October 2014

EDUCATION & TRAINING

FULL UK DRIVING LICENCE

Confident driver in any vehicle including LWB vans

FIRST AID TRAINED TO BBC STANDARDS

BBC TRAINING

BBC Safe Management for Production / BBC Safeguarding Trust / Production Safety Online / Data Protection / Anti-Bribery / BBC Upfront Course / Smartbook and Contracts Training / P4A Delivery Pack / Research Tools / Copyright and Archive Research / Post Production Paperwork / Introduction to Budgeting

ADVANCED LEVEL APPRENTICESHIP IN CREATIVE AND DIGITAL MEDIA

BBC Bristol / Cirencester College - Nov 14 to Nov 15

A2 AND AS LEVELS

4x Grades A to C - Mathematics, Media Studies, Graphic Design and Film Studies

GCSE's

10x Grades A to D