

KIRSTY DEX

Production & Post Production Co-ordinator



ABOUT ME

I'm a freelance Production & Post Production Co-ordinator with 6 years experience in Television. I've worked in many different genres including Drama, Natural History & Factual. I'm a self-motivated, organised & detailed person, who has proven to be exceptional with time management & budgeting. I have strong written & verbal communication skills and thrive well under pressure & last minute changes.

WORK EXPERIENCE

ASSISTANT PRODUCTION CO-ORDINATOR <i>MAMMOTH SCREEN – POLDARK series 5</i>	<i>July '18 - Feb '19</i>
ASSISTANT PRODUCTION CO-ORDINATOR <i>FIFTY FATHOMS – FORTITUDE series 3</i>	<i>Jan '18 - May '18</i>
PRODUCTION CO-ORDINATOR <i>BBC STUDIOS – BLUE PLANET II (post paperwork)</i>	<i>Oct '17 – Dec '17</i>
PRODUCTION CO-ORDINATOR <i>OBJECTIVE MEDIA – ERIC, ERNIE & ME</i>	<i>Sept '17 – Oct '17</i>
PRODUCTION MANAGEMENT ASSISTANT <i>BBC STUDIOS – COUNTRYFILE</i>	<i>May '16 – June '17</i>
PRODUCTION SECRETARY <i>HARTSWOOD FIMS – SHERLOCK series 4</i>	<i>March '16 – May '16</i>
ASSISTANT PRODUCTION CO-ORDINATOR <i>BBC GRAFTON HOUSE – THE LIVING & THE DEAD</i>	<i>Dec '15 – Feb '16</i>
PRODUCTION SECRETARY <i>BBC GRAFTON HOUSE – THIRTEEN</i>	<i>June '15 – Nov '16</i>
PRODUCTION SECRETARY <i>BBC GRAFTON HOUSE – THE LIVING & THE DEAD</i>	<i>May '15 – June '16</i>

CONTACT



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Bristol Based

EDUCATION

University of Plymouth

Television Ba Hons 2:1

City of Bristol College

Media Production FdA 2:1

OTHER SKILLS

Silvermouse & Soundmouse
Post Production Paperwork
Post Production Scheduling
Child Licensing
Art Department, Archive &
Music Clearances
PMI Budgeting
Safe Management of
Productions qualification
Booking & Contracting Crew
Diamond Diversity Training
Trained in Production Safety,
Data Protection & Working
with Children
First Aid Trained (2016)

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WORK EXPERIENCE CONTINUED;

PRODUCTION RUNNER *Nov '14 – Feb '15*
HARTSWOOD FILMS – SHERLOCK – CHRISTMAS SPECIAL

PRODUCTION ASSISTANT *Oct'14 – Feb '15*
FROND/AARDMAN – EMPER

PRODUCTION RUNNER *June '14 – Oct '14*
ABC/DISNEY – GALAVANT season 1

RUNNER CO-ORDINATOR & FOH ASSISTANT *April '14 – June '14*
FILMS @ 59

POST PRODUCTION RUNNER *July '13 – April'14*
FILMS @ 59

REFERENCES
ARE AVAILABLE
ON REQUEST.