

## Production Manager

### Personal Statement

I am a PM with experience managing teams, organising location shoots, problem-solving and I can see a project through to post-production and delivery. I am a motivated self-starter who takes a hands-on approach and is happy in a production office, working remotely or working on location. I am highly organised, working confidently with initiative and I have an excellent work ethic.

### Key Skills

- 'Managing COVID-19 Risks on Production' Certified – First Option
- Managing complex Travel & Accommodation logistics
- Overseeing delivery, coordinating deliverables & post- paperwork
- Managing Junior staff: Coordinators, Secretaries, Runners
- Crewing up, writing contracts and negotiating rates
- Arranging kit and facility hire
- A full, clean driving licence
- Working confidently with Talent, Agents & Contributors
- Cost Managing and Cost Reporting to Broadcasters
- Processing invoices, expenses, CC recons and payroll
- Able to WFH, in an office or on location
- Research, background checks, DBS checks & clearances

### Experience

**Production Manager – The Great House Giveaway (Series 2&3), Channel 4 & S4C – Chwarel TV (Feb 2022 – Present)**  
*Junior Production Manager (joined the project in Feb 2022 as a JPM and was promoted to PM in March 2022 as previous PM withdrew)*

- Managing a budget of nearly £5m across 2 series which were commissioned at the same time.
- Joined 16 months into the project. Managing final post & deliverables for S2, all filming & post for S3. Deliverables to Ch4, S4C and Sky NBCU (internationals)
- Coding and processing invoices & expenses to accounts, daily updates and management of the Cost Monitor (as started by a previous PM), monthly reconciles with the accountants, periodic cost reporting to Channel 4 with variance analysis, monthly payroll, managing 3 Coordinators and their workloads, updating covid-protocols as Wales and England restrictions ended, overhauling and updating Risk Assessments for all shoots, interviewing and hiring new members of staff and drawing up all new contracts, across x3 sets of deliverables per series as detailed above, writing end credit lists, tracking presenter days, booking voiceovers, liaising with talent, agents, press and broadcaster contacts, extending insurance policies, writing company policies and protocols for sign off. Plus the general day to day management of a large team.
- Settling a 6-figure overspend with the channel (incurred over previous 16 months before I joined) - no HOP or Prod Exec in the team at that time so took the lead on this negotiation with the company MD and the Broadcaster's PFM.

**Production Manager – Other Projects at Chwarel TV (Feb 2022 – Present)**

- PM'ing a 1x60' for S4C entitled "Y Dyn yn y Van" (The Man in the Van). Creating and updating the production Cost Manager, agreeing freelance rates with crew, overseeing the production coordinator's tasks, setting up production insurance, negotiating location fees, scheduling post-production, delivering on time and on budget to S4C, deliverables.
- PM'ing x3 One Show 5-minute insert films – writing BBC Commissioning Agreements with the Exec Producer, writing budgets and cost managing, organising insurance, crewing up, working with talent and agents, managing production coordinators, overseeing post & delivery. Running multiple cost managers across several projects concurrently.
- Writing and reworking a budget from scratch for an S4C Tender Application. Successfully secured a commission for Gogglebocs Cymru (the first ever Welsh-language Gogglebox)
- Development work for multiple upcoming commissions. A) Writing a budget and weekly schedule to present to Channel 4 for commission – secured a development budget from this. B) Writing speculative budgets for prospective commissions.

**Senior Production Coordinator – Almost Human: Rise of the Apes, Discovery Science – Daisybeck Studios/EOne (Nov 2021 – Feb 2022)**

- A scientific feature doc for Discovery. Coordinating all aspects of a then called-off shoot abroad in Abkhazia (due to Covid), including assisting with Health and Safety measures/daily comms plans, working with fixers, organising Russian visa's, carnets and foreign transcriptions. Coordinating multiple UK interview shoots including travel, accommodation and shoot logistics. Managing a 2-day drama reconstruction shoot in London, including hiring crew and negotiating rates, casting actors, hiring locations, hiring an Armourer, sourcing historically specific props. Writing call sheets and updating covid-protocols, arranging transcriptions, hiring couriers, release form management, reconciling costs, hard drive coordination.

**Production Coordinator – 24 Hours in A&E (Series 27), Channel 4 – The Garden Productions (June 2021 – Nov 2021)**

- A 24x60' series, 120+ camera OB shoot, filmed in Autumn 2021. Rotating over 100 crew members on different filming patterns over 7 weeks on location, advertising job roles and then conducting interviews via Zoom with all prospective Runners, negotiating hotel deals and contracts for 85+ rooms over all filming weeks, coordinating recce weeks/pre-rigging/filming at the host hospital, location production office set up, managing large-scale crew travel, problem solving on location, hiring event caterers, CC & expense recons, consent form logging via Conote, coordinating location post-rig interview filming, complex hard-drive and rushes management, data wrangling and Albert Sustainability logging.

Production Coordinator – *The Lakes with Simon Reeve, BBC2* – The Garden Productions (Mar 2021 – Aug 2021)

- A 3x60' series, filmed whilst the UK emerged from Lockdown in 2021. Coordinating location shoots across the Lake District, updating Covid-19 Protocols, writing block-specific call sheets and risk assessments, going on location shoots as support, organising DBS checks for crew, coordinating extensive security vetting applications for filming locations, responsible for all CC spends and reconciling the CC monthly, hiring dailies, coordinating kit hire, PPE management, consent form logging and chasing, organising the delivery & ingest of rushes with the post-house and Albert Sustainability paperwork.

Production Coordinator – *This Week on the Farm (Series 3) & Springtime on the Farm (Series 4), Channel 5* – Daisybeck Studios (Dec 2020 – March 2021)

- A 7x60' series and a 4x60' series, filmed together during UK Lockdown Wave 3. Coordinating location shoots across the country, call sheet & risk assessment creation, consent form logging, responsibility for the daily movements of the team runner, hiring crew and agreeing rates, kit hire, organising 'as live' location shoots, prop coordination, PPE management, organising daily rushes to the edit, consent checks, writing blur lists & credits, Ch5 post-paperwork and Albert paperwork.

Production Coordinator – *Friday / Christmas on the Farm, Channel 5* – Daisybeck Studios (Aug 2020 – Dec 2020)

- A 7x60' series (including a Christmas special), commissioned, delivered and transmitted during UK Lockdown 2020 on a WFH basis. Coordinating 60+ animal-related location VT shoots across the country, call sheet creation, release form management, working with talent, logging costs, assisting with crewing up, child performance license applications, kit coordination, organising and going on 'as live' night-time shoots, prop buying, understanding changing H&S protocols, organising the wrangling of daily rushes to the Edit, consents, blurs & writing credits and Ch5 post-production paperwork.

Production Coordinator – “Brands”, Channel 5 – Daisybeck Studios (Apr 2020 – Aug 2020)

(*Saturday Night Takeaways: Binge Britain, Ready Meal Britain, Marmite: Love it or Hate it, Yorkshire Tea vs PG Tips, Ketchup vs HP*)

- 5 standalone programmes, commissioned and delivered during UK Lockdown 2020 on a work-from-home basis. Researching equipment to build custom self-shooting kits, PPE coordination, managing the complex logistics of all self-shooting kits across the length and breadth of the UK over 6 shooting weeks, prop buying for contributors, overseeing all couriers & deliveries, coordinating online/cloud and manual rushes transfers, creating and updating the post-production daily schedule, writing credits, organising viewings & Ch5 post-production paperwork.

Production Coordinator – *Springtime on the Farm (Series 3), Channel 5* – Daisybeck Studios (Jan 2020 – Apr 2020)

(*2021 Broadcast Award winner for the 'Best Lockdown Programme of 2020'*)

Full Credit List available on Talent Manager

## OTHER WORK

Producer and Location Manager – *On The Ball Films* (2014 – Present | Spare Time)

- 20+ Productions (including 2 Creative England & BFI Short Films - 2020 and 2016): Location scouting and management, coordinating shoot travel and accommodation, researching, budgeting and cost management, shoot logistics, hiring crew, cast and kit, writing call sheets, risk assessments and contracts, delivering projects and coordinating festival strategies.

## Training Courses

June 2022 | BAFTA Albert Learning Session | BAFTA Albert with TAC and S4C

June 2022 | Film & TV Safety Passport Course | ProTrainings Europe & The Mark Milsome Foundation (Screenskills Accredited)

June 2022 | Intro to Production Management | DV Talent

May 2022 | Production Management for Unscripted TV | Media Career Advice

April 2022 | Stepping into Management 101 – Unscripted TV | ScreenSkills

March 2022 | Leadership in Screen | SIGN - Screen Industries Growth Network

March 2022 | Navigating the Rights Minefield: Business Affairs & Copyright | Screenskills

## Education

2013 – 2014 | MA Film & Media Production. Specialism: Producing. Grade: Distinction (Sheffield Hallam University)

2010 – 2013 | BA Hons Film & Media Production. Grade: 1<sup>st</sup> Class Honours (Sheffield Hallam University)

2010 – 2008 | GCSE's and A-Levels. x13 A\* - C GCSE's, including Mathematics and English. x3 A\* - C A-Levels