

BECKY DICKINSON

PRODUCTION COORDINATOR

ABOUT ME


Highly organised with a great attention to detail. Experienced in BBC systems such as Buy/Book/Order and MyBusiness. EU passport holder (Irish), confident travelling for work.

Proficient in Microsoft programs including Excel, Outlook and Word. First Aid trained.

CONTACT ME

 Manchester, UK

 rebeccamariedickinson@gmail.com

 07905584952

SKILLS SUMMARY

Scheduling

Organisation

Logistics

Initiative

EDUCATION

- First Aid on location course (2022)

- Coronavirus in production training (2020)
100% test result.

- Proficient in PM programs: SAP catalog, Smartbook (contracting freelancers), Silvermouse, Musicbox (music clearance), 'Just Produce'

- Certificate of Higher Education (2017)

University of York | Film and TV Production (Bsc)

Work Experience

TV Production Management Assistant

BBC Sport | Jan 2020 - March 2020, Aug 2021 - Sept 2022



- Co-ordination of travel, accommodation and accreditation for major sporting events including Tokyo 2020, Beijing 2022, Birmingham Commonwealth Games and Munich European Championships.
- Resolving logistical challenges whilst on-site on abroad OBs
- Raising crew bookings, artist requisitions and purchase orders
- Processing crew and talent data whilst adhering to BBC and GDPR guidelines.
- Confident usage of Buy/Book/Order, SAP catalogue
- Having a strong awareness of the 'Albert' certification requirements.
- Compliance with BBC guidelines and policies.
- Providing value for money with an awareness and understanding of budgets.
- Proven experience of proposing and executing more efficient practices during planning and production.
- Supporting crew and talent whilst abroad, creating a safe and covid-compliant working environment.

Production and Development Team Assistant

Warner Bros TV Production UK | Nov 2020 - Aug 2021



- Providing administrative assistance for productions such as 'Who Do You Think You Are?' and 'Glow Up'.
- Assisting the Development Production Manager in co-ordinating development shoots.
- Raising purchase orders, reconciling credit cards and processing expenses.
- Arranging travel, couriers and PPE orders for various productions.
- Ensuring timely completion of deliverables for all productions.
- Completing post-production paperwork for Apple TV's 'Becoming You' programme.

Assistant Producer

Cherwell Productions | Jun 2016 - Jan 2020



- Creating Pre and Post-Production documents such as call sheets, risk assessments, electronic press kits and a website.
- Liaising with casting agencies, distribution companies and crew members via telephone and email.
- Ensuring on set crew and talent comply with health and safety regulations and minimising risks.

Front Of House Runner

The Sharp Project | Oct 2019 - Dec 2019



- Providing admin support and liaising with guests, tenants and production teams. Booking meeting rooms and resolving production queries.