

Since I began working in production over 8 years ago, it has been a joy collaborating with great creatives and technical teams to achieve common goals. I want to continue to be part of telling innovative stories that connect with audiences, push creative boundaries and get the most production value out of any level of budget. Practical, curious and pro-active, detail oriented while keeping an eye on the bigger picture, I enjoy problem solving and thrive under pressure.

Key experience

Jan 2018 – current **British Film Institute: Production Executive, Film Fund**

Key member of the BFI Film Fund team managing National Lottery funded productions from application through to delivery.

Core responsibilities include:

- Overseeing physical production of feature films, immersive/VR projects, and animation shorts from prep to delivery
- Working closely with the creative executives: feeding into casting and HOD decisions, watching rushes, attending screenings, mix and grade reviews etc
- Assessing the financial and logistic feasibility of a filmmakers' creative vision by reviewing scripts, budgets and schedules, as well as ensuring productions meet industry standards and BFI requirements
- Tracking the progress of projects by attending production meetings and cost reports calls, reviewing production paperwork, as well as liaising with Producers/Line Producers on a regular basis to ensure continued communication
- Supporting the Head of Production in all aspects of their work
- Liaising with Production Finance and Business Affairs, and reviewing/approving all production cashflows
- Leading on promoting sustainable film practices in partnership with BAFTA albert team
- Promoting, implementing and monitoring the Film Fund's diversity practices on Lottery funded productions, including the 'BFI Step Up' initiative for diverse crew
- Advising on the development and implementation of new practices to prevent bullying and harassment on Lottery funded productions
- Advising productions on covid-related protocols
- Advising on strategy development for the Film Fund production, immersive and shorts funding

Sep 2014 – Sep 2017 **Discovery Networks International: Production Manager**

Part of team working on customisations, repacks and other special projects as commissioned by channels across Europe, the Middle East and Africa.

Responsibilities included:

- Drafting and managing production budgets and schedules
- Booking crew, kit and post-production facilities, securing locations, sourcing props, preparing call sheets, managing travel requirements
- Managing production expenses and keeping track of running spends, and ensuring productions remain within budget
- Overseeing risk assessments, appearance and location release forms, as well as completing post-

- production paper deliverables such as music cue sheets, credits, production logs
- Assisting on shoots and in edit as required, including logging, data wrangling and running
- Researching and licensing archive footage/stills
- Research and development for customisations and other special projects
- General team assistance as required, for 5 Senior Managers, 4 Senior Producers and approximately 15 Producers and 3 APs
- Key contact for external production companies working on external reversions
- Managing music reporting across all reversions and special projects
- Assisting our Talent Booker as needed with talent and audio suite bookings, talent sourcing and liaising with agencies
- Ensuring freelance and production financial trackers are up to date, forecasting freelance spend
- Talent/crew database maintenance
- Liaising with other teams across the company, locally and internationally

Other experience

Sep – Oct 2017	Wild Blue Media: Production Coordinator
Aug 2016 – Jan 2017	Production Manager on The Lift (scripted short)
Jun 2013 – Jun 2014	Betty TV/Discovery Networks International: Production Intern
Apr - Jun 2013	British Film Institute: Library Intern
Mar - Jun 2013	Riverside Studios: Box Office Assistant
Oct 2009 - Sep 2012	Duke of York's Picturehouse Cinema: Front of House Staff
Jun - Aug 2009	Hanway Films/Recorded Picture Company: Work Experience
Nov 2006 - Aug 2008	Court, c'est Court! Festival (France): Part-time programmer
Mar - Apr 2008	Obama for America campaign (USA): Deputy Scheduler, Surrogate Team

Education/Training

Sep 2019	BECTU Line Producing/Production Management for Feature Films (1 week course)
Mar 2017	NFTS/ADA Movie Magic Scheduling 2-day Workshop
2008-2012	Joint BA in Film Studies & American Studies, University of Sussex, UK Year Abroad at Georgetown University, Washington DC, USA
1999-2006	International Option French Baccaalaureate (Scientific path), Centre International de Valbonne, France

Other skills

- Fluent in French
- Clean driver's license
- Proficient in Microsoft Office and Google Docs
- Knowledge of Ofcom regulations and compliance
- Knowledge of SAP/PO processing
- Archive licensing experience