

Gary Hughes

Production / Editorial

PERSONAL DETAILS

07584 045 920

songforgood@gmail.com

[@brotherguerilla](#)

PROFESSIONAL SKILLS

Final Draft
Microsoft Office Programs
Co-ordinating Diaries
Maintaining Databases
Office and Filing Management
Proof Reading
Writing
Editorial Judgement
Negative Checking
Logistics
Writing Call Sheets
Research
Health & Safety
Budgeting
Post Production
Script Supervising

PERSONAL SKILLS

Attention to Detail
Co-operative
Creative and Imaginative
Discretion
Emotional Intelligence
Mediation
Multi-tasking
Problem Solving
Tenacity & Resilience
Prioritising

QUALIFICATIONS

MLitt: University of Glasgow

-Creative Writing (2013)

BA Hons: University of Leeds

-Creative Writing (2008)

First Aid at Work (2018)

-valid until 2021

Safe Management of Production

1st Option Media Safety (2018)

STATEMENT

Trained as a Script & Production Secretary w. experience in administration. Enjoy the challenges of working in drama, factual and entertainment. Aim to move towards writing and producing.

EXPERIENCE

Production Secretary: 7Wonder: *Billy Comes Home* (for BBC Scotland)

Duties:

- Logistics of shooting schedule: researching and booking transport, accommodation, kit and anything else needed for the shoot.
- All administrative duties and maintaining accurate budgetary notes.
- Maintain physical and electronic archives of all documentation and editorial.
- Coordinate Schedules and Calendars which includes organising meetings; liaising with AP's, director and production staff regarding programme.
- Write and distribute all c/sheets and production schedules, making amends when necessary, in a timely and efficient manner.
- To generate and accurately maintain the weekly shooting schedules.
- To coordinate all clearances and negative checking.
- Research for AP's, fact-checking and confirming details with contributors.
- To provide support as necessary to other members of the Production especially the Production Manager.
- Build business-to-business relationships for use on shoot. This involves negotiating with businesses on prices and facilities in order to stretch the budget.
- Being aware of BBC editorial policy and putting into effect.
- Understanding of all stories and issues that can affect production.

Script Supervisor

CBBC: **Logan High:** Ep 31-35 (2018)

Script Secretary /

BBC Scotland: **River City** SERIES 20 (2018)

Production Runner

Researcher

BBC: **The One Show**

BBC Scotland Radio: **Breaking the News**

BBC Scotland: **Loop**

XpoNorth Live!

Runner

Panda TV: **Len Goodman's Partner's in Rhyme**

BBC Scotland: **River City** (Floor & Production)

Content Producer

Belladrum Tartan Hearts Festival **Chapel Sessions**

BBC Scotland: **The Social**

INTERESTS

Enjoys The Arts; especially (live) music, film and literature; mainly reading Sci-fi & Fantasy although also a fan of comedy and non-fiction. Writing: currently working on second children's fantasy novel alongside short film / docu scripts & ideas.

References available upon request.

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