

MARIA GODFREY

JUNIOR PRODUCTION MANAGER - C.V.

CONTACT

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PROFILE

Experienced JPM with a solid background in both foreign and domestic shoot set-ups, with excellent attention to detail and multi-tasking abilities. Strong understanding of all finance elements and processes, including PMI and SAP. Recently stepped down to Coordinator level to gain more experience in Post to become a better-rounded JPM or above, now looking for fresh challenges.

EXPERIENCE

JUNIOR PRODUCTION MANAGER • WHIZZ KID • JAN - MAR '20
ADAM RICHMAN'S FANTASTIC EATS (W/T) *Postponed due to Covid*

- Setting up all shoots, and following coronavirus updates
- Responsible for getting talent into country and applying for CoS
- Running the edit, creating edit schedule, managing the DIT and ingest
- Managing team of Prod Sec and Runners

PRODUCTION COORDINATOR • OPTOMEN • SEPT '19 - JAN '20
PAGE 3 AT 50 - CHANNEL 4

- Set up all domestic and foreign shoots, inc. Call Sheets & RA's
- Manage all things archive - from archive log to clearance and costs
- Manage Post schedule, including scheduling commissioner viewings
- Manage floats and PO all expenses (PMI)

POST-PRODUCTION COORDINATOR • OPTOMEN • AUG '19 - JAN '20
CALL THE COPS - CHANNEL 4

- Request payouts, ingest, and complete all post-production paperwork
- Schedule legal, commissioner and police viewings
- Create and managed daily schedule
- Set up all shoots, complete Call Sheets, RA's and manage finance

JUNIOR PRODUCTION MANAGER • TWOFOUR • MAY '19 - JUL '19
UNDERCOVER GIRLFRIENDS (SERIES 2 & 3) - CHANNEL 5

- Main point of contact for editorial team whilst in UK
- Manage location shoots for both series, including overseeing schedule
- General running of location and manage local runners and fixers

SNR. PRODUCTION COORDINATOR • TALKBACK • NOV '18 - MAY '19
UNTITLED DATING SHOW - NETFLIX

- Responsible for all carnets, manifests and getting kit into - and out of - Mexico
- Create Master Call Sheet and Welcome Pack
- Oversee Art Department, Task Team, Coordinators and runners
- Main point of contact on-site for day-to-day queries

SNR. PRODUCTION COORDINATOR • TALKBACK • MAY - NOV '18
HARRY'S HEROS - ITV

- Crew shoots and hire kit (both foreign and domestic), manage wrangling process/DIT, update crew costs for Line Producer
- Contract all members of the team, onboard new starters
- Create Call Sheets and be point of contact for all day-to-day queries

SNR. PRODUCTION COORDINATOR • WAGTV • MAY '18
STRANGE EVIDENCE - SCIENCE CHANNEL *FILLER JOB*

- Book all kit and crew for US shoots, secure all filming permits across seven different states and distribute Call Sheet

JUNIOR PRODUCTION MANAGER • SPUNGOLD • FEB - MAY '18
MEGHAN MARKLE: AN AMERICAN PRINCESS - FOX USA

- Coordinate all US shoots, source local kit, crew, travel and accommodation
- Manage all US I-visa's (both new applications and existing), and Tier 5 Visa's
- Oversee day-to-day responsibilities inc. Finance, Call Sheets, and team-recruitment

EDUCATION, TRAINING AND SKILLS

2007 - 2010: University of Hull 2.1:
BSc Accounting

2016: Chartered Institute of
Management Accountants -
Foundation Level

2015, 2017: Safe Management of
Productions (Production Safety
Passport valid till 2022)

2013, 2019: ITF Dealing with Difficult
People

2020: Managing the Mental Health of
Freelancers in Physical Production

2020: Tackling Bullying and
Harassment at Work

2020: BAFTA Albert Training

Skills: Advanced user of Excel,
PowerPoint and all other Microsoft
Office software, Silvermouse,
Shotput Pro, Albert, SAP and PMI,
vast experience applying for
carnets, Certificate of Sponsorship's
and Visa's

REFERENCES

Anthony Wise
Optomen - Production Manager
Anthony.Wise@optomen.com

Lizzie Search
Whizz Kid - Line Producer
Lizzie.Search@whizzkid.com

Carmelina Palumbo
Spun Gold - Production Exec.
Carmelina.Palumbo@viacom.com

EXPERIENCE CONTD.

PRODUCTION COORDINATOR • LIME PICTURES • NOV '17 - FEB '18 CELEBS GO DATING (SERIES 4) - E4

- Schedule shoot days across 4 crews, working with time constraints, logistics, talent requests and contributors
- Update relevant departments regarding any changes (often hourly)
- Creatively manage crew's schedules to avoid OT costs
- Separate and send out schedules each day to relevant departments

PRODUCTION COORDINATOR • SUNDOG PICTURES • OCT '17 WHAT BRITIAN BOUGHT IN 2017 - CHANNEL 4

- Oversee all shoots (talent and non-talent led) and create Call Sheets
- Obtain filming permits, release forms, location agreements and material clearances prior to filming
- Complete all music cue sheets and monitor commercial tracks usage and archive

PRODUCTION COORDINATOR • PROGRESS PRODUCTIONS • AUG '17 5TH ASIAN AND INDOORS MARTIAL ARTS GAMES

- Raise all Editorial contracts, including pay rates and establishing tax status
- Assist in set-up of main Ashgabat production office
- Liaise with all teams in assigned venue, both foreign and English, including runners, tech personnel, HB and Production team

SNR. PRODUCTION COORDINATOR • REMEDY • MAY - AUG '17 MTV ASKS

- Coordinate all MTV Asks/On Set With/Hosted shoots, including booking MUA's, presenters and travel
- Raise all contracts and PO's, book VOA's and create and distribute Call Sheets
- Coordinate all development shoots, from run-through's to pilot
- Oversee all legal and post-production paperwork

SNR. PRODUCTION COORDINATOR - IMG - MAY '17 CRUISE CONTROL - PILOT FOR C4

- Secure shoot location and book all kit, crew and set design
- Organise O.B facilities and catering; complete and distribute Call Sheets
- Raise all PO's and handle petty cash (inc. rec)
- Created Release Forms, ensuring all signed before recording

SNR. PRODUCTION COORDINATOR - IMG - MAR '16 - MAY '17 PREMIER LEAGUE PRODUCTIONS - VARIOUS BROADCASTERS

PRODUCTION COORDINATOR - ITV - SEPT - OCT '15 RUGBY WORLD CUP - ITV

PRODUCTION COORDINATOR - IMG - OCT '14 - MAR '16 PREMIER LEAGUE PRODUCTIONS - VARIOUS BROADCASTERS

PRODUCTION ASSISTANT - IMG - OCT '13 - OCT '14 SNOOKER PRODUCTIONS - BBC