

# Chantel Ng

## Production Coordinator

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### Profile

Awarded as a 'Production All-Rounder' graduate in the #RADtelly trainee scheme run by TRC media and hosted by Raise the Roof Productions. Self-taught as a self-shooter and editor with a background in photography. I have a keen interest in the television/ film industries and I have experience working in the Development, Editorial, Production and Post-Production through my work training at Raise the Roof Productions. I am passionate in making content and storytelling. Extremely versatile, diverse, and reliable. My technical and craft portfolio can be viewed on my website above.

### Key Skills & Training

- Logging, casting and chase
- Property, area and market research
- Crafters and trends research
- Archive research
- Diversity targeting
- Phone bashing and interview
- Copyrights clearance
- Fact checking
- Scheduling
- Creating mood board and pitching
- Generating ideas and pitching
- Writing top lines and proposals
- Self-shooting and Editing
- Data Wrangling
- IT & ICT proficiency
- Health & Safety Risk Awareness  
-RAW V1.0 (valid till Feb 2022)
- 22yrs Full, clean UK driving licence

### Employed Work

Raise the Roof Productions @ The Hub, Glasgow- RAD Trainee (6 Feb- 29 Nov 2019)

My blog: <http://raisetherooftproductions.com/our-blog/a-year-of-radtv-at-raise-the-roof>

Development (5- 29 Nov 2019)

- Weekly TV review (from 30 Aug 2019)
- Brainstorming ideas
- Generating ideas
- Pitching ideas
- Writing top lines
- Writing proposals

Office Management (31 Oct- 1 Nov 2019)

- Day-to-day running of the office
- GVs metadata input using Avid Media Central UX

Post-Production Exercise- Lucy Alexander: *'Best of Both Worlds' 2017* (1-11 Oct 2019)

- Work with Silvermouse and Audio Network
- Production and Contributors credits
- Graphic and Artwork Copyrights
- Music Cues and Licence clearance

Production Exercise- Lucy Alexander: *'Best of Both Worlds' 2017* (24 Aug-11 Oct 2019)

- Deconstructing show with BITC breakdown
- Contributor's first chat essential questions
- Property search & criteria breakdown
- Creating PD sheet
- Creating Shoot Callsheet
- Creating Daily Schedule
- Creating Recce Callsheet

*'Kirstie's Handmade Christmas'* Daytime, 1 x 45mins 15 Episodes (13 May-23 Aug 2019)

- Research on the latest craft trends and crafters around the country for 2019
- Casting and interviewing crafters around the country
- Creating mood boards and pitching to the series producer
- Diversity targeting and phone bashing
- Additional learning task on LIOLI series 1-4: Deconstruct and Log programme sections, highlighting the ways the content are delivered/ shot, the key difference between pre shoot scripts and finished item.

*'Love it or List it'* Series 5, Prime time 1 x 50mins 10 Episodes (6 Feb- 29 Mar 2019)

- Logging applications
- Casting contributors
- Property, area and market research
- Additional learning task on LIOLI series 1-4: Deconstruct and Log programme sections, highlighting the ways the content are delivered/ shot, the key difference between pre shoot scripts and finished item.

### Self-employed Work

*'Scottish Waters Public Consultations films'* featuring Vlogger 'Erin Doogan': 5 x 3mins Youtube content- Production Assistant and Makeup Artist (25- 28 Apr 2018)

- Assisting the producer in supporting the crews on location
- Assisting the director and producer in shoot and sets
- Supporting and getting the talent to shoot and locations
- Makeover for the talent's hair and makeup
- Look after the talent's set wardrobe and continuity

### Volunteering Work

Glasgow Life, Glasgow 2018 European Championships- Driver (Jul-Aug 2018)

Glasgow Life, Merchant City Festival- Art Assistant (Aug 2017)

Glasgow Life, Merchant City Festival- Art Assistant (Aug 2016)

Tramway, Glasgow, Printshop! Summer Art Workshop- Art Assistant (Jul-Sep 2016)

Tramway, Glasgow, Pechann Exhibition & Workshop- Art Assistant (Jun-Aug 2016)

Glasgow Life, Mela Festival- Art Liaison (Jul 2016)

House of an Art Lover- Intern Gallery Assistant (Nov-Feb 2014-15)

### Professional Development

RAD: TV Researcher Training- TRC media (Feb-Nov 2019)

- RAD is a 10-month training course where candidates are paid to work full time with a Scottish TV production company and supported to learn the skills needed to become a professional television researcher

HTGR: Hit the ground running- BECTU (Feb 2019)

- 2-day training course design to get started as a runner

### Education

BA(Hons) Fine Art Photography- Glasgow School of Art: Second-Class Honours (2013-17)

HND Photography- City of Glasgow College: Grade A (2010-13)

### Courses

Certificate in Financial Accounting- City of Glasgow College: Grade A (Dec 2011- Feb 2012)

Certificate in Book Keeping- City of Glasgow College: Grade A (Sep- Nov 2011)

Certificate in Hairdressing- Pivot Point Hairdressing Academy, Melbourne (Jul 2004- Jul 2006)

Diploma in Makeup Artistry- Napoleon Perdis Makeup Academy, Melbourne (Jan- Dec 2006)

### Professional Referees

Jo Scott (Head of Popular Factual)

Email: [jo.scott@raisetherooftproductions.com](mailto:jo.scott@raisetherooftproductions.com)

Lou Kiddier (Content Producer)

Email: [lou.kiddier@alwaysbecontent.com](mailto:lou.kiddier@alwaysbecontent.com)

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