

EL LOUGHREY

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I am a hard-working, passionate, 25-year-old looking for production roles. I am especially interested in work that explores mental wellbeing, neurodiversity, and stigma reorientation.

EMPLOYMENT

BIG CIRCUS MEDIA

August– September 2024

OUR DREAM FARM SEASON 2: PRODUCTION SECRETARY

- On location general assistance
- Background checks/ due diligence
- Release forms
- Travel/ accommodation
- Remote location organisation (hiring oil tankards, water bowsers, honey wagons, laundry collection etc)
- IT help
- Albert
- Food/ prop runs

MINNOW FILMS

June– July 2024

GO BACK TO WHERE YOU CAME FROM (W/T): PRODUCTION SECRETARY

- Cost manager – recs
- Albert
- Release forms

SKY UK

April 2024– June 2024

PRODUCTION MANAGEMENT ASSISTANT FOR SKY DOCUMENTARY

- Location scouting and booking in US/ UK
- Call Sheets/ Movement orders
- Travel/ hotel booking in USA/ UK
- Albert
- Credits list
- Postproduction scripts

RAW TV

December 2023 – March 2024

PRODUCTION SECRETARY FOR NETFLIX FEATURE DOCUMENTARY

- Researching subject matter to aid with production
- PMI Index: Credit card recs/ expenses/ POs/ Advance requests
- Location scouting in Italy/ Belgium
- Locating and purchasing shoot items/ props
- Call Sheets/ Movement orders
- Travel/ hotel booking in Italy/ Belgium
- Updating unit list
- Albert
- Trint
- Archive logging

September 2023-December 2023

GARY: PRODUCTION SECRETARY

- PMI Index: Credit card recs/ expenses/ POs/ Advance requests
- Location scouting in USA
- Locating and purchasing shoot items/ props
- Call Sheets/ Movement orders
- Travel/ hotel booking in USA
- Updating unit list
- Albert
- Trint
- Archive logging

July 2023-September 2023

AMERICAN NIGHTMARE: POSTPRODUCTION SECRETARY

- Music cue sheets
- Albert
- Timecoded clearance report
- Organising legal clearances
- Monitoring the delivery tracker
- Staff/ crew lists

March 2023-July 2023

PRODUCTION SECRETARY FOR 2 SEASON 3 PART NETFLIX DOCUMENTARY SERIES

- PMI Index
- Location scouting in USA
- Credit card recs/ expenses/ POs/ Advance requests
- Locating and purchasing props
- Call Sheets/ Movement orders
- Albert
- Trint
- Archive logging

OCTOBER 2020 TO AUGUST 2021

MA SCREENWRITING, MET FILM SCHOOL DISTINCTION

SEPTEMBER 2017 TO JUNE 2020

BA WITH HONS ENGLISH LITERATURE AND FILM STUDIES, UNIVERSITY OF EXETER

1ST

COURSES

- Screenskills – Tackling Bullying and Harassment at Work, Addressing Unconscious Bias: Basic Awareness in the Workplace, Introduction to Mental Health Awareness at Work, Coronavirus Basic Awareness on Production Training, Diversity, Equity, and Inclusion for the Screen Industries

SKILLS

- Final Draft
- Microsoft office software (Word, PowerPoint, Excel Etc)
- Google software (Drive, Docs etc)

REFERENCES

Employment reference: ELLA COSBY, Senior Production Manager, ella@bigcircus.co.uk T: +44 7973 725264

Character reference: SUSANNE HAMILTON, Production Executive at Raw TV, susanne.hamilton@raw.co.uk, T: +44 7860 160 810