

Megan Gibney

Production Assistant

Contact

Manchester Based
07582726518

megangibney@outlook.com

Available from 4th January 2024

KEY SKILLS

- Organisational skills: Booking travel and accommodation, organising meeting spaces and taking extensive notes.
- Ability to manage multiple deadlines and work within a fast-paced environment.
 - Confident using Microsoft software, e.g., Word, Excel, PowerPoint.
- Confident using Silvermouse and Final Draft to complete post-production paperwork.

EDUCATION AND CERTIFICATIONS

- BA (Hons) in Television Production Management from Edge Hill University – 1st Class.
- Level 3 Diploma in Digital Film and Television Production – Distinction*Distinction*Distinction.

Objective

Since graduating from Edge Hill University with a first-class degree in Television Production Management in July 2023, I have had experience providing administrative support to two teams to support smooth day-to-day running of a busy Production office. I recently completed the Dream Big! Children's TV Traineeship, working across JoJo and Gran Gran Series 3 and BBC Studios Animation Development Team.

I am eager for the opportunity to transfer and expand my skillset within a new Production Assistant role, with a keen interest in Children's TV Production and Animation.

Experience

JULY 2023 – DECEMBER 2023

PRODUCTION MANAGEMENT TRAINEE – JoJo and Gran Gran Series 3 and Animation Development | BBC STUDIOS

- Supporting the Production Co-Ordinator in completing post-production paperwork for JoJo & Gran Gran, e.g., Editing post-record drafts to create Postproduction Scripts on Final Draft, inputting music cues and episode contributors into Silvermouse.
- Completing administrative tasks to ensure the smooth running of production and development projects, e.g., Booking hotels and travel for cast and crew, organising meeting spaces, taking extensive meeting minutes and ordering essential office supplies.
- Sharing relevant materials, e.g. episode viewing copies and animatics, with shareholders for feedback.
- Raising purchases using finance systems, e.g. Booking new talent on SmartBook, completing fast fee's and detailed requisitions for cast members and raising purchase orders for any purchases made from external companies.
- Creating a schedule for the current Animation Development Slate and collaborating with Lead Producers to monitor the progress of their projects according to the slate timeframe.

SEPTEMBER 2022 – JUNE 2023

MEDIA STORE ADVISOR | EDGE HILL UNIVERSITY

- A customer service focused role liaising student bookings of industry-standard equipment and efficiently solving any issues or queries.
- Auditing and maintaining general tidiness of kit room of over 4000 items.

- Child Protection – An Introduction Certificate – NSPCC.
- RTS Bursary Scholar for Television Production 2021- 2023.

- Performing minor repairs on specialist audio-visual equipment.

SEPTEMBER 2022

RUNNER – Dickinson’s Real Deal | RDF TELEVISION

- Running the welcome desk to welcome guests, ensure contributors sign the appropriate release forms and monitoring venue capacity.
- Providing refreshments for cast, crew and contributors throughout the day.

MAY 2022

RUNNER – Eskootr Championship | ESC LIVE

- Talent running for high profile guests.
- Assisting with guest accreditation, ensuring guests sign and understand the appropriate release forms.

References

Andrew Snowden – Animation Development Production Manager at BBC Studios.

Relationship to me: Line Manager for Animation Development

Contact Details: 07984578035 | Andrew.Snowdon1@bbc.com

Madi Lewis – Production Manager for JoJo & Gran Gran Series 3 at BBC Studios

Relationship to me: Line Manager for JoJo and Gran Gran Series 3 **Contact**

Details: 07977439194 | Madi.Lewis@bbc.com

Martin Dance – Freelance Executive Producer

Relationship to me: Industry Mentor through Royal Television Society

Scholarship **Contact Details:** 07971900169 | martinstuardance@gmail.com