

GEORGINA BOBB BA (Hons)

Award winning Production Manager

Available January 2023

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15 years of experience in both production and editorial. I am a multifaceted award winning production professional at production manager level, with the knowledge, experience, work ethic and tenacity to deliver all production aspects to deadline from concept to delivery. Keen to continue building on my production and post production management skills coupled with my adept pre and production management abilities to enable me to excel completely within the role.

KEY SKILLS

- Management of multiple productions simultaneously including 2x C4 Commissions and 1x C5 Commission.
- Payroll and all finance management including invoicing, schedule D, loan out and PAYE.
- Budgeting and schedule creation from pre to post from 100-700k.
- Team management of various sizes from a core team of 3 to 25. Innate and in depth knowledge of the production process from greenlight to delivery on UK and international productions.

PRODUCTION MANAGER EXPERIENCE

In House Production Manager at Kalel Productions Ltd

August 2022 to December 2022

Productions:

- 'Rich Kids Go Skint Series 6' 10x 60' for Channel 5
- 'Kids Rebuild the Future' 4x10'-12' for Lego and Channel 4
- 'Dispatches 'What Women Dont Want (w/t) 1x60' for Channel 4

Currently managing all productions in house of various budgets. Budgeting and scheduling using excel and pmi. Channel, team and CEO communication and liason. Shoot and location management. Contracting PAYE and loan out staff including Payroll. Dealing with all finances within the company. Post production facilitation and management.

Production Manager at Crash Productions Ltd

November 2022

Providing budget and schedule notes for an 8 part motor entertainment series for Channel 4.0. Also employed part time to production manage 'Money Talks' podcast for online Channel 4.0.

PRODUCTION EXPERIENCE

Junior Production Manager at Shoot the Company Ltd (digital content agency)

January 2022 to July 2022

Building and managing various budgets and quotes for global brands re video campaign films for their online content using excel. Cost reporting using cost managers and also reporting to MD with costs at sign off stage using xero. Writing call sheets and risk assessments. Liaising with the creative, management, edit and production team inhouse as well as freelancers and client meetings ensuring all have relevant information for projects to go ahead and be completed successfully. Leading and scheduling during the weekly edit workflow meeting with in house editors and execs. Leading organisation and management of Creative Shoots (agency) setting up folders, team meetings. brainstorming ideas for content. Managing the production coordinator on shoots we'd work together. Working collaboratively as a team player whilst developing my management skills. Leading on sustainability action across the company.

Junior Production Manager at Cardiff Productions on 'Unapologetic' for Channel 4

October 2021 to December 2021

A fact ent studio based panel talk show with 2x presenters I was responsible for managing the logistics of the presenters, crew, and talent across a 6ep series rehearsing filming and delivering and TXing across a 6 week period. I managed the Albert Sustainability paperwork. I crewed a Production Secretary and a Runner. I managed 4x Runners and a production secretary across all the filming dates. Created call sheets and booked and logged taxis for presenters and talent. Created and distributed travel and info one pagers for presenters and talent and liaised with execs and Production team regarding duties. Booked parking and scheduled crew as well as travel and accommodation for production team. I managed the transcriptions on trint distributing them to execs and edit producer. I also supported the PM and PE with all duties required including POing, sourcing autocue and location support

Production Coordinator at Ricochet on 'The Repair Shop' for BBC One

June 2021 to October 2021

As part of the BBC Elevate scheme I was provided Production Management training for this role by BBC Academy.

I created and distributed call sheets weekly and scheduled and booked hotels and cars on a week by week basis for crew and on screen experts. I delivered post production paperwork on Silvermouse.

Production Coordinator and Development Researcher at The ATS Team

January 2021 to June 2021

Providing administrative and logistical support to the Field PM, Production & Development Exec and VP of Production on global entertainment productions. Currently working on two productions simultaneously including travel booking and liaising with the production companies, production teams in different countries. Logging expenditure, Booking covid tests. I created three documents, one on statistical and general facts where I provided information and sources online for an entertainment show in development. I also created a link sheet where I researched video footage via youtube which fitted our brief. Lastly I created a longlist of suitable male presenters with images, information and including links to videos.

Research on 'The Rap Game' for Naked TV (Fremantle) Series 3

December 2020 (1 day)

Liaising with series producer and line producer to provide information ready and formatted into a locations document for the channel in order to help with the commission of the series. I researched facts on university statistics, travel from London and size of various main cities and towns across the UK. I also had to research and provide images of penthouses for contestants and task venues.

Production Coordinator at WAG Entertainment for 'What on Earth Series 7' for Discovery Science

September 2020 to contract end (Dec 2020)

Crew and production team liaison regarding logistics and scheduling for UK and US based filming. Completing WOO sheets and amending post production scripts. Creating call sheets and coordinating contributor and crew travel according to COVID protocols and guidelines. Booking hotels, hiring cars and taxis. Researching flights and correspondence with contributors. Purchasing PPE equipment such as foggers and solution.

Director/Producer/Production Manager at Self Employed/ Black Beauty and Fashion Awards 2020 for online distribution (1x75')

August 2020 to September 2020 (Ad Hoc)

My responsibilities included liaising and negotiating with the client, securing and managing the budget, sourcing and booking crew and kit, creating running order and scripting from beginning to end. Call sheeting and Risk Assessment work ensuring I am adhering to COVID guidelines. Directing and producing on location two presenters and a team of 5 (including myself) shooting on 3 cameras two of which were FS7's in a studio.

Creative industries Youth Employment Manager at Creative Sparkworks

Jan 2020 to September 2020 (part time 2 -3 days a week)

I was responsible for the administration of two European Social Funded TV employability projects for those who are not in education employment or training. Responsibilities included reporting to the CEO, creating systems such as databasing and holding applicant information. Liaising with funder regarding deadlines and paperwork. Managing paperwork and application forms and uploading on to the funders system. Liaising with the participants of the project and advising them of employment opportunities and ways to improve their CV's and skills. Contacting employers to set up job opportunities.

Senior International Production Coordinator/ Like A Shot Entertainment, Argonon / Abandoned Engineering for Yesterday and Discovery Science Channels (US and UK)

February 2019 to December 2019

My responsibilities include Cost Management using a production budget (Cost Manager) for a 16 part 60min series.. Call sheeting and international logistics including USA, Eastern Europe, Cuba and Caribbean in remote places across the globe sending a team of 3-4 out sometimes on back to back shoots. Managing the finances, POing, Credit Cards and logging expenditure on Cost Manager and also managing transcriptions for the edit. Communicating with senior members of the editorial team. Completing music cue sheets on silvermouse using music from Audio Network. Tailoring and completing a script for another programme ensuring all timecodes and sync was correct, this was delivery for Discovery.

FURTHER SELECTED PRODUCTION EXPERIENCE WITHIN BROADCAST (2018– 2011)

International Production Coordinator/ Alaska TV / Various productions for UK and US broadcasters

Production Coordinator / The Garden Productions / 'Operation Live' for Channel 5 - 3 x 120'

Production Coordinator / The Garden Productions (Cover for 4 weeks) / '24 Hours in A&E' for Channel 4

Production Coordinator / Grain Media / 'Tough Jobs' an international presenter led documentary for Tencent China

Production Coordinator / BBC in house cover for 3 weeks / 'Sex and Lies' & 'Extraordinary Children' for BBC Three

Production Coordinator / Kalel Productions / 'Top This' for CBBC / 'Mersey Sound' for BBC4 and on other productions

Production Manager / ToyDrum (BMG Label) Void and Form Music Video and Scripted Children's Series 'Stoopid News' Beano

Production Coordinator / ITN Productions / Digital, News and Ents Department

Production Coordinator / Fresh One Productions / Disney First Class Chefs Family Style for Disney

EDUCATION, INDUSTRY TRAINING and AWARDS

Mental Health Campaigner - Appeared on BBC News, Channel 5, and in press, The Independent & New Magazine speaking about personal mental health experiences. We Are The City Rising Star Award Winner 2019 under the Creative Industries Category. Production Coordinator Masterclass, Indie Training Fund. Screen Nation Award Nominee under Rising Talent category. BBC Academy Production Management Training. Ravensbourne - BA (Hons) Content Creation and Broadcast. Qualified Mental Health First Aider.

REFERENCES AVAILABLE ON REQUEST