

GEORGINA BOBB

Award Winner, BAFTA and WFTV Member, Wonder Women TV Mentee 2024, Breakthrough Leader 2023

Available to start a new role immediately. Can work hybrid, in office, on location or remotely anywhere.

London | 07912 345 235 | hello@georginabobb.com | I give consent to process and share my CV for employment purposes

References Available on Request.

15 years of experience in both production and editorial. I am a multifaceted award winning production professional at production manager level working on both promo/short form and longform alike. I have 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. My key skills include;

- Management of multiple productions simultaneously including branded and broadcast
- Payroll and all finance management including invoicing, schedule D, loan out and PAYE.
- Budgeting and schedule creation from pre to post from 10k-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.

RECENT PRODUCTION MANAGEMENT EXPERIENCE (2024 - 2025)

Production Coordinator at Fully Focused Productions 'No Filter' (Scripted Film for Streaming)

Supporting team in location sourcing and logistics. Creating log of locations in Hertfordshire area and researching and liaising with film office and property owners.

Production Manager at Crash Productions 'Betasquad 10000 giveaway' / JD Sports

Two week fast turnaround branded content challenge series delivered under budget.

Sourcing crew, set build, managing budget, liaising with location and crew on location support and prop management and catering

Production Management Assistant at B.E.T UK

On location support, release forms signing and supporting the editorial, talent and production teams.

Production Manager at PO7C Films

Budget creation for 25k disability awareness documentary film for BFI funding application

Production Manager at Craftworks Media

Budget and scheduling creation of 100k childrens online series for BBC including pitching to Commissioner.

Production Coordinator at Flux Broadcast

1 day shoot and live event at Excel centre on location support

FURTHER PRODUCTION MANAGEMENT EXPERIENCE

Production Manager at Dare Pictures (in house cover)

June to July 2023

Assisting Head of Production with all production management tasks, updating costs and communication with teams in house across all commissions and development projects.

Production Manager at Zinc Media ASDA Taste Test for The Mail Online

June to July 2023

Working closely with Creative Director and Production Coordinator to manage creative, logistics and organisation of the project. Updating cost manager, sourcing crew, team liaison, sourcing products, logistics, production paperwork.

Accreditation Production Manager at Done and Dusted Hannah Waddingham 'Home for Christmas' live music performance for Apple Music

May 2023

Management of accreditation 600 passes, security and accreditation for crew and 800 invited guests live music performance production at the London Coliseum. Liaising with a large variety of suppliers and team.

Promo Production Manager at We Are Collective 'Playstation: Schools Cup' (Short form - Promo/Social piece 1 x1) January 2023 to April 2023

Providing production management including crewing, cost management and production paperwork including call sheet and risk assessment for a variety of shoots in schools for a social media.

Production Manager at Crash Productions 'Like or Death' for Channel 4 (Short form - Promo/Social Series 1x5) November 2022 and January 2023 to Feb 2023

Managing budget and schedule and tracking form signage of international contributors including DBS's and criminal

background checks. Creating contracts such as talent agreements. International crew sourcing, Completing Albert. Call sheets, risk assessment and insurance management. 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.

Promo Production Manager at Zinc Media Group 'The Power Switch' for The Independent (Short form - Promo/Social Series 1x4)

December 2022 to Feb 2023

A 4 part online series for The Independent in collaboration with eON energy. Providing account management and production management. Including hiring of crew, writing client production and edit schedule and managing budget and edit, shoot and deliveries. On location management and support as well as producing production paperwork such as call sheets and risk assessments.

Production Manager at Kalel Productions Ltd

August 2022 to December 2022

Productions:

- 'Rich Kids Go Skint Series 6' 10x 60' for Channel 5 (Long form series for live broadcast)
- 'Kids Rebuild the Future' 4x10'-12' for Lego and Channel 4 Short form - Promo/Branded content series)
- 'Dispatches 'What Women Dont Want (w/t) 1x60' for Channel 4 (Long form one off doc for live broadcast)

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 EXPERIENCE (Selected from 2019 - 2022)

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 (shot as LIVE broadcasted on 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 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

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

September 2020 to contract end (Dec 2020)

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

February 2019 to December 2019

OTHER RELATED EXPERIENCE

Production Manager Trainer at British Forces Broadcasting Service, Capital City Group College and Freelance

June to Present

Creating slides,content, handouts including delivery of 4x courses on TV Unscripted Production Management Courses

EDUCATION, INDUSTRY TRAINING and AWARDS

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.