

# GEORGINA BOBB: PRODUCTION MANAGER

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

Can work hybrid, in office, on location, or remotely anywhere. London | 07912 345 235

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I give consent to process and share my CV for employment purposes

References Available on Request.

18 years of experience in both production and editorial. I am a multifaceted, award-winning production professional at the production manager level, working on both promo/short-form and long-form projects. 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.

## PRODUCTION MANAGEMENT EXPERIENCE (2022 - Present)

### Production Manager (in-house) at Dream Bay Group (Studios Arm): Unpolished

- Channel Budget management (150k), including inputting annual spend costs per show code.
- Splitting relevant daily shoot costs across multiple episodes.
- Reporting updates to the Founder and Accounts Team.
- Supporting the Director of Development and Creative Producer with production management tasks such as call sheet creation, casting, and sourcing creators and talent for numerous shows and location support.
- Building production management infrastructure specifically in folder organisation, spreadsheets and logs, financial reconciliation, and post-production and edit schedule updates.

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

- Supporting team in location sourcing and logistics.
- Creating a log of locations in the Hertfordshire area and researching and liaising with the 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 a 25k disability awareness documentary film for BFI funding application

### Production Manager at Craftworks Media

- Budget and scheduling creation of 100k children's online series for BBC, including pitching to the Commissioner.

### Production Coordinator at Flux Broadcast

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

### Production Manager at Dare Pictures (in-house cover)

- Assisting the 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

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

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

- Management of accreditation 600 passes, security and accreditation for crew, and 800 guests live music

- performance production at the London Coliseum.
- Liaising with a large variety of suppliers and the team.

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

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

**Production Manager at Crash Productions 'Like or Death' for Channel 4 (Short form - Promo/Social Series 1x5)**

- Managing budget and schedule, and tracking from the signing of international contributors, including DBSs 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)**

- 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**

- '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 Don't 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 liaison.
- Shoot and location management. Contracting PAYE and loan out staff, including Payroll.
- Dealing with all finances within the company. Post-production facilitation and management.

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

- Building and managing various budgets and quotes for global brands for video campaign films for their online content using Excel.
- Cost reporting using cost managers and also reporting to the MD with costs at the sign-off stage using Xero. Writing call sheets and risk assessments.
- Liaising with the creative, management, editing, and production team in-house as well as freelancers and client meetings, ensuring all have the 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, and 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 a live broadcast on Channel 4)*

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

*Production Coordinator and Development Researcher at The ATS Team*

*Production Coordinator at WAG Entertainment for 'What on Earth Series 7' for Discovery Science) Senior International Production Coordinator/ Like A Shot Entertainment, Argonon / Abandoned Engineering for Discovery Science Channels (US and UK)*

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

**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 the Rising Talent category. BBC Academy Production Management Training. Ravensbourne - BA (Hons) Content Creation and Broadcast. Qualified Mental Health First Aider.