

ANDY KELK

Production Manager

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Production / Project Manager with entertainment, fixed rig, factual, reality, children's, studio & location credits gained from over 25 years of delivering high quality broadcast projects with-in the television Industry.

PERSONAL STATEMENT

An experienced Production Manager (PMA member) with the skills and abilities to deliver high quality broadcast material. Trained as a floor manager and 1st assistant director before concentrating on project /production management and gaining both the CAPM and Prince2 qualifications in 2017. Strengths lie in respecting all stakeholder contributions while observing current protocols and maintaining good communication channels.

Past productions have benefited from my reliability, focus and passion with a dry sense of humour and respect for colleague views through team management.

Please visit my web site www.andykelk.com, to view my profile, full credit listing and updated CV or call the mobile, 07836 738368, if you would like to discuss a particular project or opportunity over Zoom.

RECENT CREDITS INCLUDE: (Please visit www.andykelk.com to view full credit listing)

Mighty Productions

Aug – Oct 2021

Production: Loggerheads

Job Title: Production Manager

Broadcaster: BBC Scotland – 6 x 30'

- ✦ Guided prep, set up and shoot through negotiation, communication and Zoom
- ✦ Managed covid friendly locations via talent cohorts and production protocols
- ✦ Established realistic budget and cost controls.
- ✦ Managed constantly changing editorial and team expectations

Outline Productions

July 20 – Dec 2020

Production: Sarah Beeny's Renovate Don't Relocate

Job Title: Production Manager

Broadcaster: Discovery – 18 x 45'

- ✦ Inherited established series and took charge of 18 additional commissioned episodes during covid restrictions.
- ✦ Managed covid friendly location & studio shoots – negotiated postproduction facilities and crew deals.
- ✦ Established realistic budget controls, covid protocols and team management throughout the pandemic.
- ✦ Remotely managed the production via regular daily communication over e mail, WhatsApp & Zoom

Swan Films Ltd
 Production: My Famous Babysitter (Fixed Rig) Job
 Title: Production Manager Broadcaster:
 UKTV (4 x 60')

June 2019 – Aug 2019

- ✦ Took charge and managed production expectations via negotiation, planning and team building
- ✦ Managed Talent, location shoots and post production while observing editorial and financial restraints

Chwarel cyf (Quarry Ltd)
 Production: The Great House Giveaway
 Job Title: Production Manager

July 2018 – May 2019

- ✦ Established fully functional remote production office / base / edit suite in Manchester.
- ✦ Managed production schedule, budget, health & safety, talent and contributor elements of the project
- ✦ Created good lines of communication to resolve any adhoc issues as they occurred and keep all stakeholders up to date.

<u>PAST CREDITS INCLUDE</u>	<u>POSITION</u>	<u>COMPANY</u>	<u>LOCATION</u>
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I'm a Celebrity – Get me out of here!	Location Producer	LWT/ITV	Australia
An Audience with Kylie Minogue (Studio)	Production Manager	LWT/ITV	London
Twofour54 - Abu Dhabi - company contract	Production Manager	Twofour54	Abu Dhabi
Survivor (Location & Studio)	1 st Assistant Director	Channel 4	Borneo
Are you Smarter than a10-year old? Studio / OB)	Production Manager	Twofour/Sky 1	Elstree
Re Born in the USA (location)	Location Producer	LWT/ITV	USA
Capstone Premier League Giveaway	Production Manager	Capstone Sport	Nigeria

OTHER INFORMATION

Full, auto/manual, clean, UK and Abu Dhabi driving licence, valid passport. experience working in Nigeria, USA, Spain, Borneo, Abu Dhabi and Australia.

Previous Senior Floor Manager credits include: Gladiators, Blind Date, The Royal Variety Performance, Mike Yarwood, Des O'Connor, An Audience with the Bee Gees, Tom Jones, Rod Stewart, Ronnie Corbett and Shirley Bassey, Live Sport OB, Drop the Celebrity, Factual, Reality productions and News reports, Rainbow and many shiny black floor productions.

QUALIFICATIONS

Certified Associate in Project Management (CAPM)	PMI	Year completed 2017
Prince2 foundation certified	EXIN	Year completed 2017
Diploma in Stage-management	University of London - Central School of Speech & Drama	Year completed 1982
5 GCSE Grades A - C	Hills Rd Sixth Form college, Cambridge	Year completed 1978

Competent in Microsoft Office, Zoom, BBC health and safety certified / equal opportunities trained,
 Associate of Project Management (CAPM) certified.

CAREER OVER VIEW

1982 - 1983	Theatre Stage Manager	1983	
1984 - 1987	Thames Television Staff	Floor Assistant	
1987 - 1992	Senior Floor Manager / 1 st Assistant Director /PM	LWT Staff	
1992 - Current	FREELANCE	Production Manager	

- ✦ Set up and co - owned corporate event company "Longfellow Productions Ltd"

- ✦ Key member of the initial highly profitable “I’m a Celebrity-Get me out of here!” development team.

HOBBIES AND INTERESTS

While not working on projects and productions I enjoy theatre and live events, when permitted, DIY, gardening, dog walking and travelling to foreign countries. I am a qualified PADI diver and enjoy rugby union being a former Sevenoaks player, current Northampton Saints fan and witness to England winning the 2003 Rugby World Cup while based in Sydney Australia.

- ✦ Completed 5 parachute jumps with the Red Devils
- ✦ 1978/79 Launched and ran the initial East Anglian “Beaver Lodge” part of the Scouting Movement for 6-8 year olds

Please Note: I consent to this CV being kept on file and distributed for employment purposes.
Andy Kelk : Production Manager, Wilmington, Dartford Kent : 07836 738368: pm@andykelk.com