



ANDY KELK
Production Manager

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Production Manager with over 25 years' experience working with-in the television industry delivering high profile broadcast content.

PERSONAL STATEMENT

I am a positive, respectful, reliable and passionate individual with the ability to motivate and develop project team members to achieve results. I appreciate the "bigger picture" and am able to adapt my interpersonal skills to the individual company policy and the production management processes to achieve the project goals.

My strengths lie in people management, collaboration, communication and negotiation to create and deliver the project within schedule, budget and scope restraints.

I have a listening ear and believe in the benefits that experts, team members and colleagues can provide to the success of the project while guiding its progress to a successful conclusion.

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

Indigo Television Production: Billy Connolly DVD Job Title: Production Manager	Jan 2016 – March 2016
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- Negotiated fair and hard with facility companies to achieve profitable margins while remaining within scope and deliverable time frame.
- Kept a tight grip on the filming schedule, quality and scope while monitoring and controlling budget restrictions
- Respected local and generated required company health and safety documentation.

Mac Pictures / Discovery Production: Suddenly Royal Job Title: Production / Project Manager	April 2015 – Sept 2015
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- Managed communication channels between the USA production company and the UK project team
- Set up and developed Isle of Man production office, crew and talent accommodation over a three-month period
- Responsible for the planning, executing, monitoring and delivering location shot footage back to the USA.
- Took charge of reporting daily production progress, conflict management issues and agreed budget and schedule updates back to the overseas based production company.

STV /BBC Production: Antiques Road Trip (series 3 & 4) Job Title: Production Manager	April 2011 – Dec 2011
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- Oversaw the tapeless media workflow, transportation, backup, storage and delivery to edit.
- Developed and monitored multiple simultaneous crew shooting schedules, accommodation & transportation
- Negotiated hard and fair with facility companies to achieve a win-win scenario for both series.

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 Kylie Minogue, Tom Jones, Rod Stewart, Ronnie Corbett and Shirley Bassey, Rainbow, Sport, Factual and News reports and many more.

QUALIFICATIONS

Certified Associate in Production 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

PROFESSIONAL DEVELOPMENT

Competent in Microsoft Office, BBC health and safety / Equal opportunities training, Prince2 and Certified Associate of Project Management (CAPM) certification.

CREDITS INCLUDE

CREDITS INCLUDE	POSITION	COMPANY	LOCATION
Live, Studio & Documentary projects	Production Manager	Twofour54	Abu Dhabi
Antiques Road Trip (series 3 & 4)	Production Manager	STV/BBC	Scotland
An Audience with Kylie Minogue -ITV1	Production Manager	LWT/ITV	London
I'm a Celebrity- Get me out of here!	Location Producer	LWT /ITV	Australia
Survivor	1 st Assistant Director	Channel 4	Borneo
Are you Smarter than a 10-year-Old?	Production Manager	Twofour/Sky	Elstree
Re Born in the USA	Location Producer	LWT/ITV	USA
Capstone Premier League Giveaway	Production Manager	Capstone Sport	Nigeria

CAREER OVER VIEW

1992 - Current day	Production / Project Manager	Freelance
1987 - 1992	Senior Floor Manager / 1 st Assistant Director	LWT
1983 - 1987	Floor Assistant	Thames Television
1982 - 1983	Theatre Stage Manager	Freelance

OTHER RELEVANT ACHIEVEMENTS

1993 Set up and co-managed 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, DIY, gardening, dog walking and flying, as a passenger, to foreign countries. I am a qualified PADI diver and enjoy Rugby Union having played for Sevenoaks and travelled to Sydney to watch England beat Australia at the 2003 Rugby World Cup.
- 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
- Lighting Designer for the Cambridge Folk Festival Main Stage working for lighting company JPL

Andy Kelk : Production Manager : Dartford Kent : 01322 294291 : 07836 738368: andy@kpl.org.uk