

ANDY KELK

Production Manager



Address: Dartford Kent
Mobile: 07836 738368
E Mail: andy@kpl.org.uk
Web Site: www.andykelk.com
LinkedIn: www.linkedin.com/inkelkandy/

Production Manager with entertainment, factual, reality, children's, studio & location credits gained from over 25 years working with-in the television Industry delivering high quality broadcast content.

PERSONAL STATEMENT

I am an outgoing character who knows his place. I am a respectful, punctual, reliable and passionate individual with the ability to motivate and develop project team members to achieve results. I have the ability and sensitivity to understand the needs of those I am working with on a day by day basis giving me the opportunity to adapt to all scenarios.

My focus is on the "Now" with a "nip in the bud" attitude rather than letting issues develop while at the same time avoiding knee jerk reactions to realise a balanced approach and positive conclusion.

My strengths lie in people management, collaboration, communication and negotiation to create and deliver projects 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 any project while guiding its progress to a successful outcome.

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

Chwarel cyf (Quarry Ltd) July 2018 – May 2019
Production: The Great House Giveaway
Job Title: Production Manager

- Provided Production Manager duties for new Channel 4 property daytime series.
- Created and oversaw budget, schedule and ongoing cost manager responsibilities
- Established fully functional remote Production office in Manchester
- Negotiated crew, facility and bespoke health & safety series training.
- Managed Post and Data Wrangling crew & facilities.

Learning People April 2016 – Dec 2017
Project Manager Qualifications
Job Title: Mature Student

- Successful study for the Industry recognised "Prince 2" and "CAPM" project management qualification
- Observed dedicated workflow to achieve a successful outcome.

Indigo Television Jan 2016 – March 2016
Production: Billy Connolly DVD
Job Title: Production Manager

- 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 constraints.

Mac Pictures / Discovery April 2015 – Sept 2015
Production: Suddenly Royal
Job Title: Production / Project Manager

- 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.

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 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

PROFESSIONAL DEVELOPMENT

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

PAST CREDITS INCLUDE

PAST CREDITS INCLUDE	POSITION	COMPANY	LOCATION
Live, Studio & Documentary projects (3m)	Production Manager	Twofour54	Abu Dhabi
An Audience with Kylie Minogue	Production Manager	LWT/ITV	London
I'm a Celebrity- Get me out of here!	Location Producer	LWT /ITV	Australia
Survivor (Location & Studio)	1 st Assistant Director	Channel 4	Borneo
Are you Smarter than a 10-year old? (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

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

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

Please Note: I consent to this CV being kept on file and distributed for employment purposes.