

ANDY KELK

Production Manager

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Production 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

I have an outgoing character who enjoys contributing my skills and abilities to achieve the required result. I am a respectful, punctual, reliable and passionate individual with the ability to motivate and develop elements of the project while having the sensitivity to understand the needs of my colleagues and team members. 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 preferring a more balanced approach to resolving issues. 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)

Swan Films Ltd Aug 2019 – Oct 2019
Production: Akram MMA (WT)
Job Title: Production Manager
Broadcaster: Channel 4 (60')

- Took production management ownership of the project
- Kept a tight grip on the filming schedule, quality and scope while monitoring budget constraints.

Swan Films Ltd June 2019 – Aug 2019
Production: My Famous Babysitter (Fixed Rig)
Job Title: Production Manager
Broadcaster: UKTV (4 x 60')

- Negotiated, tailored and monitored the unique elements of each episode to achieve the successful outcome
- Created detailed workflow for both production and postproduction to follow and achieve project goals
- Maintained continuous & open communication channels between production, team and commissioners
- Created, researched and issued production RAs, SoH, and company policy documentation

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 – Jan 2018
Project Manager Qualification (self educate)
Job Title: Mature Student

- Successfully studied for Industry recognised "Prince 2" & "CAMP" project management qualification
- Created disciplined home online educated schedule to achieve successful outcome.

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 POSITION COMPANY LOCATION

Live,Studio & Documentary projects 3mth	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 a10-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.