

ANDY KELK

Production Manager

Address: Dartford Kent
Mobile: 07836 738368
E Mail: pm@andykelk.com
Web Site: www.andykelk.com
LinkedIn: www.linkedin.com/in/kelkandy



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

An experienced Production Manager with the skills and abilities to make a positive difference. Trained as a Floor Manager and 1st Assistant Director with a spell at Location Producing thrown in for good measure. I have managed both small and large productions delivering high quality broadcast material while observing budget and schedule restraints. My credits include, entertainment, fixed rig, quiz, factual, reality, talent led, studio, location, live and recorded productions. My strengths lie in people management, collaboration and negotiation with the ability to develop and motivate the production team. I have the ability to keep the project on the critical path, maintaining the company objectives while always aiming to deliver a "win win" scenario for all concerned. Past productions have benefited from my reliability, focus and passion with a dry sense of humor and respect for colleague view while achieving the required result. When not working on the current production I Like to keep up to date with current affairs, the entertainment Industry through theatre, film and television and the world of rugby union, being a former Sevenoaks player, a current Northampton Saints fan and past witness to England winning the 2003 world cup while I was based in Sydney Australia. Other abilities include quick-thinking and operating under considerable pressure while appreciating the bigger picture being focused and effective. Please visit my web site www.andykelk.com, to view my profile, full credit listing and updated CV or call me on the mobile, 07836 738368, if you would like to discuss a particular project, series opportunity or meet over Zoom.

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

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

- 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) July 2018 – May 2019
Production: The Great House Giveaway
Job Title: Production Manager

- 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.

PAST CREDITS INCLUDE	POSITION	COMPANY	LOCATION
I'm a Celebrity – Get me out of here!	Location Producer	LWT/ITV	Australia
An Audience with Kylie Minogue	Production Manager	LWT/ITV	London
Twofour54 staff Production Manager	Production Manager	Twofour54	Abu Dhabi
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

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, Live Sport OB, Factual, Reality productions and News reports, Rainbow 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.

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 witnessed England winning the 2003 Rugby World Cup while based in Australia.
- Completed 5 parachute jumps with the Red Devils
- 1978/79 Launched and ran the initial East Anglian "Beaver Lodge" part of the Scouting using Move 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.