

Jordan Shuck

PRODUCTION SECRETARY

Tel: 07811268994

Email: jordan@shuck.org.uk

Location: Manchester/Blackpool

An organised and hardworking individual with a passion for media production, the ability to self-motivate and take the initiative. Excellent timekeeping and enthusiastic with a track record of being a team player.

Skills

- Full Clean UK Driving Licence.
- Enhanced DBS cleared.
- Health & Safety/Risk Assessments.
- First Aid at Work Qualified.
- BAFTA Accredited Carbon Literacy Training.
- Fire Warden Training (First Option).
- Competent in the use of Adobe Creative Cloud applications, Microsoft Office, Final Cut and Avid Media Composer.
- Coronavirus basic awareness on production training (Screenskills).
- Data Wrangling (Shotput Pro).

Education

BA(Hons) Television & Radio /
University of Salford
SEPTEMBER 2017 - 2020

A-levels / Baines Sixth Form
SEPTEMBER 2015 - AUGUST 2017
2 A* and 2 Bs

Notable Achievements

- Duke of Edinburgh Gold Award
- High Sheriff of Lancashire Young Citizen of the Year Nominee
- Gold Youth Achievement Award
- Queen's Scout Award
- Distinction, Grade 2 LAMDA Acting
- NODA Best Actor Nominee
- Piano, Grade 4

References

References are available upon request.

Experience

Dragon's Den / BBC Studios / Production Secretary

APRIL 2021 – PRESENT

Providing administrative support to the production team, booking team travel and accommodation with knowledge of BBC systems and processes.

The Voice Kids / ITV Studios Entertainment / Production Runner

NOVEMBER 2020 – MARCH 2021

Working in the office and studio completing background checks, data wrangling, release forms, databases, sourcing and contacting audience members along with other general runner duties.

The Circle / Studio Lambert / Channel 4 & Netflix / Edit Runner

AUGUST 2020 – NOVEMBER 2020

Assisting the editors and edit producers, using Avid to do sync pulls, making sure they have the most up to date paperwork, along with other general runner duties.

In For A Penny / ITV Entertainment / Runner

AUGUST 2020

Working on location in Blackpool assisting crew, being featured on-screen for the games and links and operating a camera when short of crew.

Russell Watson Music Video / Lightening Films / Runner

AUGUST 2020

Runner on a music video shoot at Buxton Opera House, adhering to COVID-19 procedures, looking after talent and in charge of the slate marker.

BBC Songs of Praise / Avanti Media / Production Runner

OCTOBER & NOVEMBER 2019

The Big Sing and Gospel Choir of the Year, looked after stage door and talent, to ensure they were on stage in time and generally assisting crew.

Britain's Got Talent / Thames TV / Day Runner

DECEMBER 2018 AND OCTOBER 2019

Assisted marshalling large public event. Responsible for outside of an audition room, assisting the judge and ensuring contestants were prepared.

Walt Disney World Resort / Custodial Cast Member

JUNE - AUGUST 2019

Encountering a high level of guest interaction while working independently; extensive cleaning, providing guest information & creating magical moments.

BBC Young Choir of the Year / Avanti Media / Production Runner

MARCH 2019

BBC The Big Questions / Mentorn Media / Production Runner

JANUARY/MARCH 2019

BBC Songs of Praise / Avanti Media / Production Runner

OCTOBER - NOVEMBER 2018