

# Jordan Shuck

## PRODUCTION SECRETARY

Tel: 07811268994

Email: [jordan@shuck.org.uk](mailto: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

### Voluntary Experience

- Assistant Beaver Scout Leader with Blackpool Scouts
- Media Development Manager with Blackpool Scouts

### Notable Achievements

- BBC Rising Star Award
- Duke of Edinburgh Gold Award
- High Sheriff of Lancashire Young Citizen of the Year Nominee
- Queen's Scout Award

### References

References are available upon request.

### Experience

#### **Morning Live / BBC Studios / Production Management Assistant**

JANUARY 2022 - PRESENT

Organising vox pop shoots across the Country for the daily programme, booking travel, work to budget and knowledge of Silvermouse, BBC systems and processes.

#### **The Circle / Studio Lambert & Netflix / Production Secretary**

JULY 2021 – DECEMBER 2021

Working in the edit team, booking travel, accommodation and completing necessary post production paperwork for Netflix using Prodicle.

#### **Dragon's Den / BBC Studios / Production Management Assistant**

APRIL 2021 – JULY 2021

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

#### **The Voice Kids / ITV Studios Entertainment / Production Runner**

NOVEMBER 2020 – MARCH 2021

Completing background checks, data wrangling, release forms, databases, sourcing 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.

#### **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.

#### **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.

#### **Britain's Got Talent / Thames TV / Runner**

DECEMBER 2018 AND OCTOBER 2019

#### **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, MARCH 2019