

Jordan Shuck

PRODUCTION COORDINATOR

Tel: 07811268994 Email: jordan@shuck.org.uk Location: Manchester/Blackpool

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

Skills

- Full Clean UK Driving Licence.
- Enhanced DBS cleared.
- Health & Safety/Risk Assessments.
- First Aid at Work Qualified.
- BAFTA Albert Training.
- Knowledge of BBC systems.
- Booking travel/accommodation.
- Silvermouse paperwork.
- Reconciling card/cash floats.
- Competent in the use of Adobe applications, MS Office and Avid.
- Coronavirus basic awareness on production training (Screenskills).
- Data Wrangling (Shotput Pro).
- Hiring Camera Kit.
- Sourcing & purchasing props.
- Obtaining filming permits and permissions.
- Talent, agent and contributor liaison.
- Writing and creating call sheets.

Education

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

References

References are available upon request.

Experience

Morning Live / BBC Studios / Production Coordinator

JUNE 2022 - PRESENT

Working in the film team to coordinate a team to create a range of VTs for the daily topical programme. Booking travel, finding locations, liaising with talent/agents, hiring kits, and working to a budget. Clearing archive for use, and music using MusicBox. With knowledge of the BBC systems and processes.

Morning Live / BBC Studios / Production Management Assistant

JANUARY 2022 – JUNE 2022

Working in the film team to help create a range of VTs for the daily topical programme. Sole responsibility for setting up the vox pops shoots, booking travel, finding locations, liaising with talent/agents, hiring kits, raising POs and working to a budget. Clearing archive for use in the VTs and music using MusicBox. With knowledge of the BBC systems and processes.

The Circle Series 5 / Studio Lambert & Netflix / Production Secretary

SEPTEMBER 2021 – DECEMBER 2021

Working within the edit team, booking travel, accommodation and completing necessary post production paperwork for Netflix using Prodicle. Keeping track of costs in PMI and credit card reconciliation. Diary management/scheduling edit suites.

The Circle Series 4 / Studio Lambert & Netflix / Production Secretary

JULY 2021 – SEPTEMBER 2021

Working in the edit team to ensure a smooth running of 16 edit suites daily, completing post production paperwork and clearances for Netflix using Prodicle. Collaborating with the other production management teams for a smooth overall production process.

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. Communicating with contributors for a smooth running of studio day to day and ensuring all relevant release forms and declarations were completed.

The Voice Kids / ITV Studios Entertainment / Production Runner

NOVEMBER 2020 – MARCH 2021

Completing background checks, data wrangling, release forms, databases, sourcing audience members, diary management and scheduling Zoom calls with contestants and parents. Along with other general runner duties.

The Circle US / Studio Lambert / Netflix / Edit Runner

OCTOBER 2020 – NOVEMBER 2020

Assisting the editors and edit producers across 15 edit suites, making sure they have the most appropriate and updated paperwork, and other general runner duties.

Voluntary Experience

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

The Circle / Studio Lambert / Channel 4 / Edit Runner

AUGUST 2020 – OCTOBER 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.

Other Runner Credits

Britain's Got Talent / Thames TV / Runner

OCTOBER 2019

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

MARCH 2019

BBC The Big Questions / Mentorn Media / Production Runner

MARCH 2019

BBC Songs of Praise / Avanti Media / Production Runner

MARCH 2019

BBC The Big Questions / Mentorn Media / Production Runner

JANUARY 2019

Britain's Got Talent / Thames TV / Runner

DECEMBER 2018

BBC Songs of Praise / Avanti Media / Production Runner

OCTOBER - NOVEMBER 2018