

Kat Furner – Production Manager

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I am a Production Manager with a full range of transferable skills from my years working on large scale television projects. I am confident in building and managing busy teams, budgets and complicated schedules. I have set up big stunts such as caving, flying, filming live surgery and high-speed vehicle filming, as well as looking after big-name talent and senior executives. I am confident in the relocating and logistics of large teams and managing the day-to-day running of busy offices, studios and locations.

Previous Experience:

Optomen Television

Production Manager

January 2016 – July 2018

Feral Families, How to Live Before I Die, Development Projects, company Production Management

- Working across: **Feral Families** for C4, **How to Live before I die** for Facebook and iPlayer and **The Day I let him go** for ITV and Development projects and pilots
- Managing multiple large budgets
- Recruitment across the company for development projects and productions
- Managing Talent and crew
- Clearing Archive
- Monthly payroll, raising POs, invoices, reconciling floats and credit cards
- Writing budgets for senior management
- Overseeing in-house edits and hiring external editors
- Writing complicated schedules
- Liaising with multiple departments to setup meetings
- Risk assessing complicated and sensitive shoots
- Coordinating across multiple departments
- Coordinating a busy development team, as well as managing and coordinating productions
- Dealing with external companies, such as post houses, studios, locations, contractors and kit companies

Mary Berry Everyday

Snr Production Coordinator

May 2016 – January 2016

- Hiring production staff
- Setting up VTs across the country
- Setting up a kitchen studio with rig from external parties
- Managing crew and runners and making sure they all knew their roles and responsibilities
- Writing daily schedules and full production schedules
- Managing the budget, raising POs, reconciling floats and credit cards
- Overseeing post-production until final delivery
- Liaising with the post-production facility to ensure smooth ingestion of rushes
- Overseeing the data-wrangling, tape logs and drive management

Made in Chelsea

Snr Production Coordinator

March 2016 – May 2016

- Booking large numbers of external crew, managing their hours and their payment
- Manage multiple kits and crews out on location
- Coordinating the large-scale event at the end of each episode
- Managing the kit and crew budget for the series
- Setting up the end of series reunion studio show including booking a separate crew, kit and fly away gallery

MasterChef

Production Coordinator

September 2015 – March 2016

- Overseeing the running of a very busy filming schedule in both Studio and on Location.
- Looking after the large production team
- Complicated scheduling
- Setting up and managing the running of large scale location shoots both in the UK and abroad
- H&S in the studio and risk assessing each new location

