

# Lucy Butterfield

London based Production Assistant

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Callbox Diary Service - 01932 592 572 - [www.callboxdiary.com](http://www.callboxdiary.com)

Production Assistant looking for new opportunities. Experience working directly on-set, alongside office-based production roles. Excellent communication skills, with a proactive attitude and a working knowledge of commercial production workflow.

## Commercial/Branded

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<u>Company</u>	<u>Product</u>	<u>Director</u>	<u>Producer</u>	<u>Position</u>
Shoot Europe	Nike Women's Football SU22	Charlotte Wales	Agatha Gorazdowski	PC
Partner Films	Mugler x Jimmy Choo	Harley Weir	Parker Kegel	PC
360PM	Vogue China x Hailey Bieber	Vito Fericola	Gemma Scarascia	PA
Gravity Road	Sainsbury's Xmas Food Innovation	Andrew Wilson	Fran Checkley	PA
Madam Films	Vogue Club Classes	Phillip Cheng	Carly Stone	PA
Smuggler	NHS	Tom Speers	Jason Scanlon	PA
New Land	Under Armour	Gustav Johansson	Ivana Bohuslavova	PA
Somesuch	Vogue	Ned Betwood	Maddy Perkins	PA
Somesuch	Palace x Evisu	Rollo Jackson	James Graley	PA
Objekt Films	Dunhill	James and James	Kerry Brandon	PA
Objekt Films	Weight Watchers	Will Riddell	Rosa Galvin	PA
Objekt Films	Young Minds	Jim Robinson	-	PA
BBC Storyworks	Bentley	Alex Kempner	Rosa Galvin	PA
Objekt Films	Clinell	James Lovick	Sarah Kelly	PA
Contented Group	English Cricket Board	Ricky Mason	Nicola Harris	PA
Contented Group	Heineken x Tottenham Hotspur	Ricky Mason	Nicola Harris	PA

## Television

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<u>Company</u>	<u>Product</u>	<u>Position</u>
Expectation Entertainment	I Literally Just Told You	Production Secretary
Expectation Entertainment	The Lateish Show with Mo Gilligan	Production Secretary
Expectation Entertainment	Mel Giedroyc: Unforgivable, S2	Production Secretary
Expectation Entertainment	The Big Narstie Show, S3	Studio Runner
Monkey Kingdom	Britain's Best Parent	Studio Runner
Amazing Productions	Old House, New Home	Production Assistant

### **In-house Production Assistant | Somesuch Production Assistant | Five Fifty Five**

**Sep/Dec 2021  
Mar - Apr 2021**

- Maintained and collected all production paperwork, including, but not limited to NDA's, contracts and waiver forms from crew
- ### **Production Administrator | International Post Production Team | Sony Pictures Entertainment Sept - Dec 2019**
- Responsible for raising purchase orders as well as liaising with the associated vendors
  - Managed and aligned external client calendars and deadlines with internal production schedules
  - Organisation of travel for the team, including coordinating taxis & hotels for international mix attendees

- Administration of team expenses and monthly expense reports
- Experienced working with both internal and external clients of all seniority, from departmental managers to the senior Vice President

**Office Coordinator | Gramafilm**

**Oct 2018 - Jan 2019**

- Responsible for the production of call sheets for upcoming shoots
- Administration of office expenses and day-to-day management of the general upkeep of the office and equipment

## Education

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**University of Bristol**

BA Film and Television, 2:1

**2015 - 2018**