

Lucy Butterfield

London based Production Assistant

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Callbox Diary Service - 01932 592 572 - www.callboxdiary.com

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

Commercial/Branded

| <u>Company</u> | <u>Product</u> | <u>Director</u> | <u>Producer</u> | <u>Position</u> |
|-----------------|----------------------------------|------------------|-------------------|-----------------|
| 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

| <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

- 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

Sep/Dec 2021

Mar - Apr 2021

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

University of Bristol

BA Film and Television, 2:1

2015 - 2018