

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

Company	Product	Director	Producer	Position
Smuggler	NHS	Tom Speers	Jason Scanlon	Production Assistant
New Land	Under Armour	Gustav Johansson	Ivana Bohuslavova	Production Assistant
Somesuch	Vogue	Ned Betwood	Maddy Perkins	Production Assistant
Somesuch	Palace x Evisu	Rollo Jackson	James Graley	Production Assistant
Objekt Films	Dunhill	James and James	Kerry Brandon	Production Assistant
Objekt Films	Weight Watchers	Will Riddell	Rosa Galvin	Production Assistant
Objekt Films	Young Minds	Jim Robinson	-	Production Assistant
BBC Storyworks	Bentley	Alex Kempner	Rosa Galvin	Production Assistant
Objekt Films	Clinell	James Lovick	Sarah Kelly	Production Assistant
Contented Group	English Cricket Board	Ricky Mason	Nicola Harris	Production Assistant
Contented Group	Heineken x Tottenham Hotspur	Ricky Mason	Nicola Harris	Production Assistant

Television

Company	Product	Position
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 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

University of Bristol

2015 - 2018

BA Film and Television, 2:1