

MOLLY SINGER

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TV & FILM EXPERIENCE**6th From The Spotlight – BBC FILMS – ‘In Camera’ – Wellbeing Facilitator – May ‘22 – June ‘22**

A neutral third party trained to support both cast and crew with the rigours of filming, whilst helping the production meet its legal duty of care. An independent point of contact in which to provide support and signposting as well as offering compassionate guidance surrounding resilience, mental health, stress levels, bullying, interpersonal conflict and safeguarding.

EMU FILMS – Broadway Video – IFC – ‘Documentary Now!’ Series 4 – Production Secretary – Feb ‘22 – May ‘22

Credit List, Cast Contract tracking, maintaining distribution lists, organising equipment rentals, management of action vehicle insurance and the relevant paperwork, additional/dailies log management, courier booking, organising dialect coaching sessions for A-list cast.

Real Drama Productions – Expectation Entertainment – BBC – ‘Woody’ – Production Secretary - Sep ‘21 – Nov ‘21

Booking and maintaining all cast and crew travel and accommodation, managing hire vehicles, distributing scripts/amends and sides, issuing cast confirmations to crew and welcome emails to cast and agents, organisation of production meeting set-up and reces, maintaining all production paperwork, ordering equipment, script breakdowns, issuing crew daily forms, booking couriers.

Vertigo Films & Amazon Studios – Amazon Prime - ‘Mammals’ – Production Secretary – Aug ‘21 – Sep ‘21

Booking accommodation and travel for crew and cast both locally and internationally, flight check-ins, distribution via Scenetime, writing and issuing TMO's, management of the accommodation budget, logging of NDA's, booking swing drivers.

Tall Story Pictures – ITV – ‘The Bay Series 3’ – Production Secretary - Feb ‘21 – July ‘21

Booking cast travel, writing up and issuing TMO's, managing the Albert Sustainable Production system, ordering fuel and organising swing drivers, maintaining travel logs, distributing scripts and schedules, ensuring all cast complete Statement Of Health forms, managing car hires, couriers, taxis and trains, assisting with the script read-throughs/production meetings and reces, maintaining and issuing unit lists, requesting clearances, crew availability checks, scheduling team meetings, liaising with agents, pulling and distributing script sides, management of distribution lists via SetKeeper, insuring action vehicles, liaising with suppliers.

Baby Cow Productions – BFI – BBC Films – ‘The Fantastic Flitcrofts’ – Production Secretary – Sept ‘20 – Nov ‘20**Remarkable TV – ‘Sunday Brunch’ – Channel 4 – Production Secretary – September ‘20****Chimp Productions Ltd – ‘The Great Escapists’ – Amazon Prime - Production Secretary – Oct ‘19 – April ‘20****Chimp Productions Ltd – Production Assistant/Office Runner – Jan ‘19 – Oct ‘19****Chimp Productions Ltd – Personal Assistant to CEO Richard Hammond – March ‘19 – June ‘19****W. Chump & Sons – ‘The Grand Tour’ – Amazon Prime - Office/ Production Runner - Sep ‘18 – Dec‘18****COMMERCIAL EXPERIENCE****The Mob Film Company – ‘Gulf-Oil’ - Runner – Oct ‘16****EQUINOX TV and Content Production Company – ‘Oak Furniture Land’ – Runner – Oct ‘16****Moxie Pictures – GOOGLE – ‘Blind Woodturner’ – Runner - Aug ‘21****EDUCATION**

The University of Salford – Media City UK – 2014-2017 - Television and Radio Production – BA First Class Honours

Newcastle-under-Lyme College – 2012-2014 - A Level English | Media | Photography | Psychology

Sir Thomas Boughay High School – 2007 – 2012 - 9 GCSE's A*-C

References available on request