

## KATHY TYNAN

I am an ambitious, qualified, meticulous and enthusiastic Production Manager / Production Coordinator in Film/Drama and TV. I am dedicated to and enjoy my work; I have a strong work ethic

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### DRAMA/FILM PRODUCTION

Position	Company	Duties
<p><b>Production Manager</b> 4<sup>th</sup> Nov 2019 – Feb 28<sup>th</sup> 2020</p> <p>22<sup>nd</sup> July – 25<sup>th</sup> October 2019</p>	<p>Fizzblister Films Ltd <b>Stranger with a Camera</b> (Film) (Northern Ireland)</p> <p>Nan's Life Ireland Ltd (Merlin Films/ Warner UK) <b>THIS NAN'S LIFE</b> (Film) (Dublin)</p>	<ul style="list-style-type: none"> <li>➤ Budget Management (MM Budgeting)</li> <li>➤ Cost Reporting</li> <li>➤ Booking Crew &amp; equipment in both Dublin and Northern Ireland.</li> <li>➤ Skills Development Officer – facilitating S481 Training Scheme</li> <li>➤ Completing relevant reports for Skills Ireland in relation to S481 Training</li> <li>➤ Cast / Crew Contracts</li> <li>➤ Liaising over clearance issues with Warner Studio etc.</li> <li>➤ Liaising and facilitating Film rushes work flow and delivery to Labs</li> <li>➤ Working with departments to facilitate set requirements.</li> </ul>
<p><b>Production Manager</b> August 2018 – June 2019</p>	<p>Rare TV Ireland <b>CRIMECALL</b></p>	<ul style="list-style-type: none"> <li>➤ Organising Drama Reconstruction Shoots.</li> <li>➤ Booking Crew &amp; Kit</li> <li>➤ Hiring Production Staff</li> <li>➤ Budget Management</li> <li>➤ Cost Reporting</li> <li>➤ Managing accounts on PMI</li> <li>➤ Liaising with RTE studios and Crew</li> <li>➤ Booking Extras &amp; Locations</li> </ul>
<p><b>Production Coordinator</b> Nov 2017 – 27<sup>th</sup> April 2018</p> <p>6<sup>th</sup> June 2017 – October 2017</p> <p>9<sup>th</sup> January 2017 – May 2017</p> <p>2<sup>nd</sup> August 2016 – 9<sup>th</sup> December 2016</p>	<p>Amblin Partners <b>THE TURNING</b> (Film) (Dublin)</p> <p>Blinder Films <b>STRIKING OUT 2</b> (6 x Part TV Drama) (Dublin)</p> <p>Origin Pictures <b>THE WOMAN IN WHITE</b> (5 x Part TV Drama) (N.I)</p> <p>BBC Grafton House Productions Ltd <b>PAULA</b> ( 3 x Part TV Drama) (N.I)</p>	<ul style="list-style-type: none"> <li>➤ Crew Contracts</li> <li>➤ Sourcing &amp; Booking Crew</li> <li>➤ Sourcing Suppliers</li> <li>➤ Unit List/ Cast List</li> <li>➤ Progress Reports</li> <li>➤ Clearance</li> <li>➤ Script/Schedule distribution</li> <li>➤ Liaising with Post House</li> <li>➤ Co-Ordinating with Ads</li> <li>➤ Arranging Medicals</li> <li>➤ Arranging Child Licenses</li> <li>➤ Booking Equipment</li> <li>➤ Following and implementing BBC protocol.</li> <li>➤ Travel &amp; Accommodation</li> <li>➤ Managing a Production Team</li> <li>➤ Liaising with an American Studio</li> <li>➤ SAG reports / DGA Paperwork</li> <li>➤ Work Permits/Visas</li> </ul>
<p><b>Production Manager</b> July – August 2016</p>	<p>Happy Endings Productions <b>THE RUBBERBANDITS' HISTORY OF EVERYTHING</b> (Entertainment TV –RTE)</p>	<ul style="list-style-type: none"> <li>➤ Budget creation and management</li> <li>➤ Completing and managing pre-production &amp; post production paperwork for S481 &amp; RTE.</li> <li>➤ Booking crew</li> <li>➤ Creating Schedules</li> <li>➤ Liaising with agents to book talent.</li> <li>➤ Liaising with Post Houses</li> <li>➤ Cash flow management</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Liaising with our Legal team re copyright/contracts.</li> </ul>
<p><b>Production Co-Ordinator</b> 9<sup>th</sup> November 2015 20<sup>th</sup> May 2016</p> <p>24<sup>th</sup> August - 6<sup>th</sup> October 2015</p> <p>30<sup>th</sup> March – 17<sup>th</sup> July 2015</p>	<p>BBC Grafton House Productions <b>MY MOTHER AND OTHER STRANGERS</b> ( 5 x part TV Drama) (N.I)</p> <p>Down Film Productions DAC <b>‘THE FIXER’</b> (Film) (Dublin)</p> <p>Fox UK Productions Ltd/ Scott Free Productions <b>‘MORGAN’</b> (Film) (N.I)</p>	<ul style="list-style-type: none"> <li>➤ Crew Contracts</li> <li>➤ Sourcing Crew &amp; Suppliers</li> <li>➤ Unit List/ Cast List</li> <li>➤ Progress Reports</li> <li>➤ Clearance</li> <li>➤ Script/Schedule distribution</li> <li>➤ Liaising with Post House</li> <li>➤ Co-Ordinating with Ads</li> <li>➤ Arranging Medicals</li> <li>➤ Arranging Child Licenses</li> <li>➤ Booking Equipment</li> <li>➤ Following and implementing BBC / Twentieth Century Fox protocol.</li> <li>➤ Travel &amp; Accommodation</li> <li>➤ Managing a Production Team</li> </ul>
<p><b>Production Coordinator</b> December 2014 – March 27<sup>th</sup> 2015</p>	<p>BBC London Factual Documentaries</p> <p><b>‘THE MET’</b> (Factual TV Series)</p>	<ul style="list-style-type: none"> <li>➤ Liaising with The Met press office.</li> <li>➤ Consent Paperwork</li> <li>➤ Sourcing &amp; Organising Crew</li> <li>➤ Confirming filming permits &amp; release forms</li> <li>➤ Booking filming equipment</li> <li>➤ Preparing schedules, callsheets</li> <li>➤ SAP Accounts/ Contracts</li> </ul>
<p><b>Production Co-Ordinator</b></p> <p>October 2014 – 19<sup>th</sup> November 2014</p>	<p>WFM Productions / Samson Films</p> <p><b>‘WAIT FOR ME’</b> (Film) (Dublin)</p>	<ul style="list-style-type: none"> <li>➤ Crew Contracts</li> <li>➤ Sourcing Crew/ Suppliers/Equipment</li> <li>➤ Unit List/ Cast List</li> <li>➤ Progress Reports</li> <li>➤ Clearance</li> <li>➤ Script/Schedule distribution</li> <li>➤ Co-Ordinating with Ads</li> <li>➤ Organising carnets</li> <li>➤ Travel &amp; Accommodation</li> </ul>
<p><b>Production Manager</b> November 2013 –August 2014</p>	<p>Happy Endings Productions</p> <p><b>‘NEXT YEAR’S NEWS’</b> <b>‘NEXT WEEK’S NEWS’</b> <b>‘THE PANEL LIVE AT VICAR STREET’</b> (Entertainment TV – RTE)</p>	<ul style="list-style-type: none"> <li>➤ Budget creation and management</li> <li>➤ Completing and managing pre-production &amp; post production paperwork</li> <li>➤ Booking crew for Studio</li> <li>➤ Creating Schedules &amp; Callsheets</li> <li>➤ Liaising with agents to book talent.</li> <li>➤ Issuing contracts</li> <li>➤ Liaising with Post Houses</li> <li>➤ Cash flow management</li> <li>➤ Liaising with our Legal team re copyright/contracts.</li> </ul>
<p><b>Travel Coordinator</b> June 2013 – September 2013</p>	<p>HBO</p> <p><b>‘GAME OF THRONES SERIES 4’</b> (Drama Series)</p>	<ul style="list-style-type: none"> <li>➤ Cast &amp; Crew &amp; HOD Travel across USA/UK and 3 foreign film locations.</li> <li>➤ Liaising with cast and agents on their schedules</li> </ul>
<p><b>Production Co-Ordinator</b> 11<sup>th</sup> March-14<sup>th</sup> June 2013</p>	<p>Sideline Productions</p> <p><b>‘PRINT &amp; BE DAMNED’</b> <b>‘TALES OF IRISH CASTLES’</b> (Lifestyle TV –TV3)</p>	<ul style="list-style-type: none"> <li>➤ Sourcing &amp; Organising Crew</li> <li>➤ Co-Ordinating Interviews/shoots</li> <li>➤ Confirming filming permits &amp; release forms</li> <li>➤ Sourcing filming equipment</li> <li>➤ Preparing schedules, callsheets</li> <li>➤ Travel and Accommodation</li> </ul>
<p><b>Production Co-Ordinator</b></p> <p>19<sup>th</sup> Nov – 3<sup>rd</sup> Dec 2012</p>	<p>Parallel Film Productions Ltd</p> <p><b>‘MARK O’ROWE PROJECT’</b> (Short Film)</p>	<ul style="list-style-type: none"> <li>➤ Crew Contracts</li> <li>➤ Sourcing Crew &amp; Suppliers</li> <li>➤ Equity Contracts</li> <li>➤ Unit List/ Cast List</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Progress Reports</li> <li>➤ Clearance</li> <li>➤ Script/Schedule distribution</li> <li>➤ Co-Ordinating with Ads</li> <li>➤ Arranging Medicals</li> </ul>
<b>Travel Co-Ordinator</b> May 2012 – Oct 2012	<b>HBO</b>  <b>‘GAME OF THRONES SEREIS 3’</b> (Drama Sereis)	<ul style="list-style-type: none"> <li>➤ Cast &amp; Crew &amp; HOD Travel across USA/UK and 3 foreign film locations.</li> <li>➤ Liaising with cast and agents on their schedules</li> </ul>
<b>Production Co-Ordinator</b> Jan 2012- May 2012	BBC Natural History Unit  <b>‘SEASONS’</b> (Natural History Lifestyle)	<ul style="list-style-type: none"> <li>➤ Updating, keeping track of budget</li> <li>➤ Sourcing Crew</li> <li>➤ Confirming filming permits &amp; release forms</li> <li>➤ Sourcing filming equipment</li> <li>➤ Preparing schedules, callsheets</li> <li>➤ Preparing and managing budgets &amp; accounts including SAP</li> <li>➤ Coordinating post schedule</li> <li>➤ Raising contracts and payments</li> </ul>
<b>Assistant Production Coordinator</b> 2 <sup>nd</sup> August-23 <sup>rd</sup> Dec 2011  22 <sup>nd</sup> May – July 15 <sup>th</sup> 2011  18 <sup>th</sup> October 2010-7 <sup>th</sup> Jan 2011  9 <sup>th</sup> August 2010 – 8 <sup>th</sup> October 2010  21 <sup>st</sup> June 2010 -1 <sup>st</sup> August	Epos Films <b>‘TITANIC – BLOOD AND STEEL’</b> (TV Series)  Element Pictures <b>‘SHADOW DANCER’</b> (Film)  Benbow Films/Parallel Films <b>‘TREASURE ISLAND’</b> (2 x Part TV Series)  Reindeer Films/Parallel Films <b>‘THE SANTA INCIDENT’</b> (TV Film)  Clyde TV/ Element Pictures Film: <b>‘WHEN HARVEY MET BOB’</b> (Film)	<ul style="list-style-type: none"> <li>➤ Organising Cast &amp; Crew Contracts</li> <li>➤ Organising Unit List</li> <li>➤ Liaising with BBC, UK and Irish production companies</li> <li>➤ Setting up rehearsals Liaising with Cast and Agents</li> <li>➤ Coordinating cast Visa’s to enter Ireland and the USA for large crew and cast.</li> <li>➤ Obtaining copyright clearance</li> <li>➤ Updating Schedules</li> <li>➤ Ensuring Start forms and Health &amp; insurance forms were completed</li> <li>➤ Setting up various accounts</li> <li>➤ Arranging travel and accommodation for cast and crew</li> </ul>
<b>Production Co-Ordinator</b> March 8 <sup>th</sup> 2010- 18 <sup>th</sup> June 2010 & April 2011          Dec 2007-July 09	BBC NI <b>‘THE BLAME GAME’</b> <b>‘ART SPACE’</b> <b>‘DEAD FAT THE BIG DEBATE’</b> <b>‘CHOIR BOYS’</b> (Entertainment/Lifestyle TV)      Happy Endings Production Ltd <b>‘DON’T HANG UP’</b> <b>‘THE PANEL’</b> <b>‘SMOKE AND MIRRORS’</b> (Entertainment TV – RTE)	<ul style="list-style-type: none"> <li>➤ Updating, keeping track of budget</li> <li>➤ Consent Paperwork</li> <li>➤ Sourcing &amp; Organising Crew</li> <li>➤ Booking filming equipment</li> <li>➤ Preparing schedules, callsheets &amp; scripts for live &amp; pre-records</li> <li>➤ Organising the Credit Roller, Graphics &amp; Straps</li> <li>➤ Preparing and managing budgets &amp; accounts including SAP</li> <li>➤ Coordinating post schedule</li> <li>➤ Raising contracts and payments</li> <li>➤ Travel and Accommodation</li> <li>➤ Completing post production forms</li> <li>➤ Liaising with Panellist’s agents for availability</li> <li>➤ Organising Publicity</li> </ul>
<b>Assistant Producer</b> August 31 <sup>st</sup> - 2009 – February 2010	Vision Independent Productions <b>‘MY SHOWHOUSE’</b> (Lifestyle TV – RTE)	<ul style="list-style-type: none"> <li>➤ Liaising with Home owners &amp; Designers</li> <li>➤ Organising schedules/Shoots</li> </ul>