

Caitríona McCormack

Production

Based in Ireland

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EDUCATION

Certified Digital Marketing Professional

Digital Marketing Institute,
June '18 - January '19

Communications – 2.1 BA
National University of
Galway, Ireland
2013 -2017

Coláiste Mhuire
Dublin 7
2007 - 2013

SKILLS -

Fluent in Irish
Final draft software
Social Media
Marketing
Mobile Journalism
WordPress
Full Drivers Licence
Digital Purchase Orders
Scenechronize
Docusign

ACHIEVEMENTS

Student of the Year 2013
Bronze Blog Littlewoods
Irish Blog Awards 2015

Employment History

March '21 - Present

'Epic' - Production Secretary - Disney / ABC - Wild Atlantic Pictures

I am currently working as a production secretary on Epic, a pilot for Disney & ABC. My main duties include creating and maintaining the unit list and contact list, distributing material via scenechronize for example the scripts and schedules, drafting and sending out crew contracts and liaising with different departments for water, power, wifi and general setting up of their office spaces.

July'20 – March' 21

'Foundation' • COVID Production Coordinator • Apple+ Streaming •

I had been working on an Apple + show called Foundation as the coordinator for the Covid Department. My role as coordinator involved managing a team of ten, overseeing pre-travel testing for international cast and crew, also, cast testing and studio testing of 500 people. Liasing with accounts and drawing up PO's.

February '20 –March '20

'Tar Linn' • Casting Associate • RTÉ Jr / BAI • Macalla Productions

For Seachtain na Gaeilge 2020, I helped cast children between the ages of 8 - 12 for an RTÉJr and Macalla Teo production called 'Tar Linn'. I organised two call outs, talked parents through the auditioning process, distributed release and allergy forms. I also ran lines with presenters and cast.

October '19 – December '19

'Foscadh' • Production Assistant • TG4 /Screen Ireland / BAI Feature •
Magamedia Teo / Octagon Films

While working on an Irish Language feature film in Cornamona. My main duties were distributing call sheets, pulling sides, drafting contracts and start forms. I also organised transport for the cast and crew.

August '19

Tír na nÓg • Production Assistant • RTÉ Jr / BAI • Macalla Productions

In August I worked as a production assistant on a show for RTÉ Junior called Tír na nÓg. My main duty was preparing the young actors for set which included running lines, paperwork and making them feel at ease. Getting crew and cast to and from set. I helped with casting, administration work and prop sourcing.

September '18 – August '19
Cúla4 • Social Media Coordinator • TG4

I had a crucial role in the creation of promotional campaigns based on new, original television shows. I took initiative and created successful Instagram takeovers such as 'Tuiste Cliste' and 'Moladh Múinteora', where I approached suitable personas and worked with them on their collaboration on that media platform. Once I began working as social media coordinator, I created an Instagram and Pinterest for Cúla4 to promote new and existing content as well as managing their Facebook and Twitter accounts as a community manager. Along with working on the social media accounts I used analytics to study analytics and edit posts and contents accordingly. Along with social media management, I directed and researched shoots as content for our social media platforms, including YouTube.

September '18 – August '19
Cúla4 • Voice of Cúla4 na nÓg • TG4
Voice over artist for TG4's preschool television advertisements

September '16 – April '17
Cúla4 • YouTube Series Presenter • TG4
Presenter of a children's DIY YouTube series called Déan Féin É! We recorded more than thirty episodes with specific seasonal themes. All of which I researched and planned the content for.

September '15 – May '16
Cúla4 • Production Assistant • TG4
I worked on two weekly productions in TG4. My main duty was as a runner and researcher on Cúla4's daily inserts on linear television. I also worked on Róisín, a weekly chat show, as an autocue specialist. As well as production work, I looked after Cúla4 na nÓg's Facebook and Twitter scheduling as well as assisted the Manager on weekly output of broadcasting details for shows, such as the RTE Guide, as well as helping create Digital campaigns for online marketing on Social Media platforms. As the year progressed I went on to co-direct weekly studio features for broadcast. This involved a multi camera gallery direction with a full crew.

REFERENCES

Ciara McGowan • Covid Production Manager • ciaramcgowan@icloud.com • 083-3056485
Aoife Hendrick • Director Tar Linn & Tír na nÓg • aoife@macallateo.com • 0861631122
Paddy Hayes • Executive Producer Foscadh • magamedia@gmail.com • 0872896718
Rebecca Daly • Production Accountant Foscadh • rebecca.daly@freds.ie • 0868301488
Carol Gunner • Producer Tír na nÓg • carolgunner@yahoo.com • 0857282660
Karina Feirtéar • Creative Manager • karina.feirtear@tg4.ie • 0860703101
