

Jessica Cousins

Contact

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Wicklow & Bristol
Based

+ Bases in Dublin,
Manchester
& London

PERSONAL ADVERT

Confident, creative, friendly problem solver with an eye for production – based in Wicklow and Bristol. Immediately available after concluding a HULU/Disney+ contract. Has a love of film, pina colodas and getting caught in the rain.

EXPERIENCE

- Oct** **WORMEATER (FEATURE) - HULU // DISNEY+**
- 20 Dec PRODUCTION SECRETARY
2021
- Continuous organisation of travel & accommodation for high end talent and crew.
 - Updated and distributed script amendments, production diary, unit lists, memos etc.
 - Worked closely, supporting the PC, PM, Line Producer and other HODs.
- July** **THE BEAKER GIRLS (SEASON 1) - BBC // CBBC**
- Oct PRODUCTION SECRETARY
2021
- Organised travel and accommodation, liaising with talent and chaperones.
 - Helped with hiring, booking and welcome documents for crew.
 - Scheduled and organised recces, production meetings and read throughs.
 - Promoted to APOC for final 3 weeks of filming and wrap.
- Feb** **ALEX RIDER (SEASON 2) - AMAZON PRIME**
- July PRODUCTION RUNNER
2021
- Continuous point of contact, working between locations, set and the office.
 - Assisted cast, agents and stunts.
 - Kept up-to-date with purchases for the office and unit bases.
 - Assisted organising recces.
- Jan** **SLAMMER (FEATURE) - CHASING THE BEAR**
- Dec FLOOR/CROWD RUNNER
2020
- Worked closely with the 1st and 2nd AD and pulled sides daily.
 - Organised all extras, providing information and coronavirus health forms pre-arrival and assisting their movement to, from and on set.
 - Set up and attended shoots, consistently maintained the set.
- DIRECTOR'S ASSISTANT
- Provided administrative and production support to the director.
 - Organised and updated diary arrangements, calendars and meetings..
 - Organised and secured 'Chasing The Bear's' application for BFI Tax Credits and the Government's Kickstart Scheme.
- July** **DISNEY - HAMMERSMITH**
2019 1 WEEK - PRODUCTION MANAGEMENT (ANIMATION)
- Worked in general office admin, voice recording sessions and NDAs.
 - Assisted with updating and reviewing information and spreadsheets about every Disney show across all 3 channels.
 - Attended reviews for scripts, animatics, and final cuts for future episodes.
- July** **BRISTOL COMEDY GARDEN**
2019 RUNNER
- Worked in a large team, assisted customers, comedians and dealt with ticketing and setting up.
- 2013 TAE KWON-DO & MULTISPORTS COACH**
-2016 DUBAI
- Planned, organised and implemented lessons, specialising in martial arts.
 - Helped parents of many nationalities, assisting signing their children up and with sensitive cases, helping their children through Ramadan.

QUALIFICATIONS

- Full, clean driving license
- DBS Checked
- Fire Marshall (valid until 2024)
- Coronavirus Basic Awareness Training
- Tackling Harassment & Bullying at Work
- Working Safely – BBC
- Working With Children – BBC