

# KATIE MCGRATH

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## WORK HISTORY

### PRODUCTION & OPERATIONS COORDINATOR, 04/2022 to Current

#### The Gate Theatre - Dublin

- Key holder to the building
- Ensuring the building adheres to health and safety protocols and practices
- Regular updating those protocols in line with management's guidelines
- Assisting with running of the theatre production office.
- Office administration
- Expenses
- Assisting with venue hire
- Arranging onsite training for both front and back of house staff
- Conducting light maintenance
- Acting as the contact for contractors and vendors on site, ensuring that projects are completed in a timely manner

### PRODUCTION ASSISTANT , 10/2021 to 11/2021

#### Adare Productions - Dublin

- On set PA for TG4's, Underdogs
- Kept filming locations clean, organised and well-prepared to facilitate schedule demands.

### COVID OFFICER (THE BANSHEES OF INISHERIN), 09/2021 to 10/2021

#### FILM4 PRODUCTIONS - Ireland

- Assisted the covid coordinator with testing on location in Achill Island.
- Acted as an on-set marshal, ensuring covid protocols were maintained.

### COVID TESTING COORDINATOR (DUNEGONS & DRAGONS), 04/2021 to 09/2021

#### AUGUST STREET FILMS - Belfast

- Responsible for managing all the testing for a large-scale production across two units both in studio and on location.
- Responsible for maintaining all PPE stock, COVID signage and cleaning duties across different locations.
- Arranging all pre work/travel testing for all cast, crew and extras including sorting quarantine tests for international crew.
- Managing a team of covid P.As and covid marshals.
- Liaising with CCS when a positive case arose, assisting with contact tracing.

### ASSISTANT COVID COORDINATOR , 04/2021 to 07/2021

## CONTACT

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**Phone:** 0852045892

**Email:**

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## SKILLS

- Workflow planning
  - Project Management
  - Operations management
  - Organisational skills
  - Ability to multitask
  - Administrative and clerical support
  - Efficient in Microsoft Office
  - Certified in basic first aid and fire warden training, valid until December 2025
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## **AUGUST STREET FILMS - Belfast**

- Assisted the coordinator with testing on a large-scale production with multiple units across various locations in Northern Ireland and U.K.
- Arranged pre travel tests for crew (stunts, horses and extras).
- Maintained the daily health declaration forms and troubleshooting any issues.

## **COVID OFFICER ( MAGPIE MURDERS), 03/2021 to 04/2021**

### **Laneways Productions - Dublin**

- Assisting the CCS with testing.
- Creating and maintaining daily health declaration form. Ensuring covid protocols were being maintained on set. Registering covid tests on to system

## **COVID OFFICER (KIN) , 12/2020 to 03/2021**

### **RTE & BRON STUDIOS - Dublin**

- On set covid marshal, ensuring crew adhere to the Covid-19 protocols regarding mask wearing, social distancing and sanitising.
- Assisting the CCM with testing.
- Ensuring that cast and crew have completed their daily return to work forms. Creating PPE crew packs and ensure that all PPE and sanitising supplies are regularly topped up on set.

## **BOX OFFICE & FRONT OF HOUSE ASSISTANT MANAGER , 09/2017 to 12/2020**

### **IRISH FILM INSTITUTE - Dublin**

- Venue management, with routine cinema checks ensuring that the facility was presentable and met health and safety standards.
  - Setting up sound equipment for all our events, i.e. Q&As.
  - Administration such as maintaining the website, uploading events on the site , attaching the correct prices and bundles online and ensuring the correct information and schedules was online at all times.
  - Managing the reception desk, carrying out a range of administrative work including managing incoming post, calls, cash-handling, emailing film/office suppliers, distributors, and other departments across the IFI.
  - Managing the meeting room bookings.
  - Upselling membership schemes, encouraging ticket sales.
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## **EDUCATION**

03/2022

### **Postproduction Coordination Course**

Diploma of Higher Education, Radio Production , 03/2017

**Independent College Dublin**

Merit upon completion

Bachelor of Arts, English with Film, 09/2016

**University College Dublin**

Graduated with a 2,1

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## REFERENCES

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Available upon request

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