

hello!

clareparsons@gmail.com
Ph. 087.355.1628

clare parsons

curriculum vitae

PROFILE

Enthusiastic and pro-active Production Assistant / Coordinator with over 13 years' experience in TV who is not afraid of deadlines, tight turnarounds and managing multiple tasks. Passionate and ambitious about expanding skills and exploring formats & roles within the TV production industry.

PROFESSIONAL EXPERIENCE - IRELAND

June - Sept. 2023 Script Coordinator / Production Secretary - 'Borderline', TV drama	ShinAWil
May 2023 Production Coordinator - TT Races, live / OB sports broadcast	Greenlight TV
March 2023 Production Trainee - 'King Frankie', feature	Banjoman
November 2022 Production Assistant - 'Million Dollar Kids', documentary	Playhouse Studios
2012 - Feb. 2023 SMT Coordinator, Assistant Production Manager Development Coordinator, Production Assistant	Brown Bag Films
2012 Production Coordinator - 'El Torro', short	El Zorrero Films
2011 Production Coordinator - 'Don't Tell the Bride', reality TV series	Coco TV
2010 Production Coordinator - 'Luisitania', documentary	M3TV for Nat. Geo.

PROFESSIONAL EXPERIENCE - NEW ZEALAND

2010 Production Coordinator - factual, TV series	Greestone Pictures
2009 Archive / Copyright Coordinator - factual, TV series	Desert Road Films
2009 Production Manager - reality, TV series	Omnicon Ltd.

WORK EXPERIENCE - OTHER

2003 - 2011 Bookseller	Waterstones Bookstore, Jervis Street
---------------------------	--

EDUCATION

2008 BA [Hons] Film & TV Production	IADT, Dun Laoghaire
2004 BTEC HND & FETAC Nationa Cert. Media Production	St. Kevin's Dublin

...and there's more

INFORMATION TECHNOLOGY SKILLS

MS O365 & G-Suite - advanced

MoneyPenny - beginner

SetKeeper - beginner

PC - advanced

Typing speed - 75 wpm

ShotGrid Asset Production Software - intermediate

Adobe Photoshop - beginner

Final Draft - intermediate

Octopus PMi - intermediate

SKILLS [ORGANISATIONAL]

Office set up & management

Systems implementation & maintenance

Schedules, running order, call sheets, movement orders

Script breakdown & tracking

Manage diaries, schedules / calendars [8+]

Manage / coordinate teams [4+] to agreed schedules

Schedule, manage, coordinate meetings

Prepare / distribute agenda, minutes, actions

Plan / coordinate travel logistics incl. accommodation

Petty cash & basic accounting

Event planning & scheduling

Tidy & well organised, logical and methodical

Develop & maintain professional relationships

Ability to learn new software & systems quickly & accurately

Excellent communication skills across all levels departments

COURSES

The Language of Hollywood: Storytelling, Sound & Colour, Wesleyan University via Coursera

Developing Your Musicianship, Berkely College of Music via Coursera

Fundamentals of Graphic Design, Cal Arts via Coursera

...almost done!

INTERESTS

Rugby, music, reading, swimming, yoga

REFERENCES

Available on request. If you have any questions, contact clareparsons@gmail.com

thank you!