
CHARLOTTE WOODROFFE – Junior Production Manager

Midlands
07958 522 219

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Junior Production Manager with 10 years' experience in the TV industry with a proven track record of managing television productions from conception to delivery. A committed, conscientious and result driven individual with excellent relationship-building skills who responds confidently in challenging environments. I prioritise tasks and ensure they are completed in the time frame allocated and to the highest standard possible. I approach all my work with a positive attitude and will always go the extra mile to find a solution rather than a problem!

AREAS OF EXPERTISE

- Budget forecasting & management
 - PMI finance system
 - Raising purchase orders
 - Invoice management
 - Managing team members, talent and crew
 - Working with large crews
 - Crew / camera equipment bookings
 - Hands on location experience
 - Liaising with talent and agents
 - Schedule and diary management
 - Tight turnaround schedules
 - Travel logistics and accommodation bookings (UK and international)
 - Securing filming permits
 - Carnets
 - Editor bookings
 - Risk assessments
 - Call sheet creation
 - Silvermouse, Soundmouse & Q
 - C5 post production paperwork (PCIS)
 - Music reporting and clearance
 - Archive clearance
 - Albert sustainability trained
 - Confident driver with full, clean UK driving license
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RECENT CREDITS INCLUDE:

MasterChef Rig | Shine TV | (January 2025)

Edward: 60 Years a Prince | Full Fat TV | Channel 5 – (August 2024 – November 2024)

Princess Anne: The Power Behind the Throne | Full Fat TV | Channel 5 – (August 2024 – November 2024)

The Queen Mother: A Life in Pictures | Full Fat TV | Channel 5 – (August 2024 – November 2024)

Our Big Day | Afro-Mic Productions | (August 2024)

Silent Witness S28 | BBC Studios | BBC 1 - (June 2024 to August 2024)

Will and Ralf Should Know Better | Afro-Mic Productions | UKTV - (May 2024 to June 2024)

Shop Smart, Save Money Series 1 & Series 2 | North One TV | Channel 5 – 12 x 60" (Jan 2023 to May 2024)

Guy Martin's Lost WW2 Bomber | North One TV | Channel 4 (2023)

Guy Martin: Top Gun | North One TV | Channel 4 (2023)

The Gadget Show Series 34 to Series 37 | North One TV | Channel 5 - 12 x 60" (2021 to 2023)

Captain Tom's War | North One TV | ITV (2021)

The Life & Times of Sir Captain Tom | North One TV | ITV (2021)

The Gadget Show | North One TV | Series 25 to Series 33 – Channel 5

Fifth Gear Recharged Series 1 | North One TV | Discovery – (June 2021 - December 2021) 8 x 60" episodes