

NAOMI CLAIRE WEBB

Tel: 07949 614 677

Based in West Midlands

E-mail: naomiwebb17@gmail.com

Linkedin: <http://www.linkedin.com/in/naomi-webb81>

Talent Manager: <https://www.thetalentmanager.com/talent/15748/naomi-webb>

MHFA England Certified

Passionate and dynamic professional with 17 years of diverse experience in the creative industry. Seeking to leverage my expertise and enthusiasm to contribute to broadcast productions, where my organizational skills, creativity, and dedication can shine.

PROFESSIONAL EXPERIENCE:

BBC STUDIOS:

PRODUCTION MANAGER (Mar '25 – May '25)

Silent Witness Series 29 Block 3 – BAND 2 CONTINUING DRAMA

- Working alongside the finance department to maintain the block's budget, track expenses, and implement cost-saving measures while ensuring quality standards.
- Working with the 1st AD to create and manage the block's production schedule, coordinating with various departments (camera, lighting, sound, etc.) to ensure effective workflow.
- Establishing and maintaining relationships with vendors, suppliers, and freelance crew members, negotiating contracts and ensuring resources met production needs.
- Overseeing all logistical aspects of production, including location scouting, equipment rental, and transportation, ensuring seamless operations on set.
- Demonstrating strong problem-solving skills by addressing on-set challenges quickly and efficiently, minimizing disruption to production.
- Ensuring compliance with industry regulations and safety standards, implementing protocols to maintain a safe working environment for crew and talent.

TAP – THE TV ACCESS PROJECT:

ACCESS LINK WORKSTREAM LEAD - ONGOING

- Working on the Access Link workstream within the TAP organisation to help make television production more accessible for people from the DDN community.

NATIONAL YOUTH THEATRE

A FACILITATOR ON THEIR IGNITE PROGRAMME (Dec '24 – Mar '25)

A programme run by the National Youth Theatre, sponsored by Netflix which is aimed at getting more young people into roles behind the scenes of theatre, film and TV.

THINK BIGGER:

CHANNEL 4 PTS PRODUCTION COORDINATOR TRAINING LEAD (Oct '24)

- A daylong session training 3 people on various aspects of being a Production Coordinator
- Giving them outlines of jobs and sending them off to do some research and bring back work to have an open discussion on areas that worked and what other elements would need to be considered.

BBC STUDIOS:**JUNIOR PRODUCTION MANAGER (Aug '24 – Sept '24)**

Working on Silent Witness Series 28 Block 5

- Working alongside the Production Manager and learning additional skills required to PM a drama production
- Learning and understanding how to use Movie Magic scheduling and assisting when script changes occurred
- Creating dynamic risk assessments and amending RA's when there were any script changes
- Being a part of recces and filming discussions
- Keeping across logistics of unit base movements with 19 locations across a 26-day shoot.
- Liaising with the various departments daily and troubleshooting if there were any issues that arose
- Booking any additional kit needed by the camera, sound and lighting crew

TAP – THE ACCESS PROJECT:**PRODUCER – TAPSTARS 2024 (June '24 – July '24)**

- Working to find mid-senior level Deaf, Disabled and/or Neurodivergent talent who would benefit from a fully funded ticket, transport and accommodation for Edinburgh TV Festival and mentoring from the Tap family
- I am also part of their workstreams which is ongoing and requires me to be a part of discussion to make the TV industry more accessible.

NORTH ONE TELEVISION:**PRODUCTION MANAGER (September '16 – March '24)**

Some of the productions worked on during my time at North One:

Guy Martin's Fighter Jet – 1x 90' TX 2024 C4

Guy Martin's Warplane Graveyard – 1x 90' TX 2024 C4

Guy Martin's Cold War Commando – 2x 60' TX 2024 C4

Fifth Gear Recharged – 8x 60' – TX 2023 Discovery Channel

Guy Martin's Great British Power Trip – 3x 60' – TX 2023 C4

The Gadget Show – 12x 60' TX 2022 C5

Guy Martin: The World's Fastest Electric Car – 1x90' – TX 2021

C4 Guy Martin's Lancaster Bomber – 1x60' – TX 2021 C4

- Primarily involved in managing productions featuring Guy Martin for prime-time Channel 4
- Responsible for budget creation on PMI, Ed Specs, Hostile Filming Protocols, Risk Assessments, insurance paperwork, international travel logistics, crew hiring and mentoring trainees.
- Creating and amending filming and edit schedules throughout the productions.
- Working closely with editorial to make sure budget targets were met.
- Working closely with talent and their management to make sure they were happy and kept updated on filming schedules.
- Working with the broadcasters to keep them updated on delivery as well as working with the press department to ensure we had press stills of the productions to be used when publicizing these productions.
- Working closely with my team during the archive process.
- Working with my team to make sure postproduction paperwork was delivered.
- Actively involved in advocating for inclusivity within the industry, particularly supporting trainees from the ThinkBigger schemes.
- Gained a certification as a Mental Health First Aider.

ITN PRODUCTIONS

PRODUCTION COORDINATOR (June '15 – February '16)

- Proficiently handled various post-production paperwork for different channels during maternity leave
- Served as Senior Production Coordinator for “The Agenda Election Special”, collaboration on a live studio-based current affairs programme for ITV 1.

MANOR SERVICES

POSTPRODUCTION OPERATIONS SUPERVISOR (May '15 – October '15)

- Managed troubleshooting and transitioned post-production operations for Manor on behalf of Maverick and North One Television.
- Implemented efficient workflows, initiated a booking system, and assisted in managing 17 edits

ITN PRODUCTIONS

PRODUCTION COORDINATOR & PRODUCTION ASSISTANT (Dec '13 – May '15)

Working on various productions across ITN productions including Dispatches, Live debate programmes, fast turnaround productions and panel productions.

EDUCATION

BA (Hons) Film, TV and American Studies – University of Wales Aberystwyth (2000 – 2003)

KEY SKILLS

- Strong organisational and time management skills.
- Creative thinking and problem-solving abilities.
- Excellent collaboration and communication skills.
- Proficient in budget management and paperwork handling.
- In-dept knowledge of various production processes and industry standards

REFERENCES AVAILABLE ON REQUEST

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