

Natalie Brook-Reynolds
[Full Credit can be viewed here](#)

Mobile: 07904 105818. Email: nbr@nataliebr.media
Full Clean Driving License

Line Producer/Production Manager/Project Manager with 18 years of extensive production expertise. My expertise extends across Broadcast, Online/Branded Content, Corporate, Radio and Theatre/Live Performance. Robust budgeting (up to 9 million) and excellent interpersonal skills, adept at swift and efficient problem-solving. Capable of multitasking across multiple projects simultaneously and experienced in collaborating within both small and large teams. I have successfully managed multiple edits and delivered productions to prominent broadcasters including C5, C4, BBC, ITV, UKTV, Foxtel, Deutsche Welle and streaming platforms including: Youtube, Amazon, Facebook and Instagram.

KEY SKILLS

Budget management of up to 9 million | Forecasting | Payroll | Production Accountants | Setting Up New Departments Framework | Policies and Procedures | Production Welfare | Accomplished Stake Holder Negotiator | IR35 Knowledge | Contracting | Crewing up Small and Large Teams | Knowledge of BECTU, APA and Pact | Talent Negotiations | Children Licensing and Filming | Forward Planning and Scheduling | International Filming | Compliance | Health and Safety including writing RA | Arranging Production Insurance | Organising Production Insurance | Clear Cast | Post Production.

SOFTWARE SKILLS

PMI | Advanced Excel VBA and Macros | Movie Magic Budgeting | Xero | MS Office | Google Sheets | Mail Chimp | Unit 4 Finance | Paprika | SilverMouse |

INDUSTRY TRAINING/ACCREDITATIONS

Introduction to Production Accounting | Mental Health First Aider – MHE | Child Protection Level 1 – NSPCC | Children In Entertainment – NSPCC/CPD Accredited | Licensed Chaperone | Albert Sustainability

WORK HISTORY

MAY 2021- PRESENT FREELANCE LINE PRODUCER/PRODUCTION MANAGER

Freelance Operations/ Line Producer and Production/Project Manager for various Broadcast/Film and Media Agencies on both Long form and short form project including Broadcast, Shortform, Commercials from start to delivery to the channel. Production Companies Inc: Insight (Amsterdam) – Production Consultancy on various short form budgets, Bauer Media – Production Consultancy, Village of the Scammed Feature Film (Budgeting)/Main Road Films, Netflix/B2B, Archive Show Porridge and Vicar of Dibley North One/Channel5, The Cruise Title Role/Channel 5, Design Battle Remarkable (Shine/Banjay)/Channel 4, Train Trucker & World’s Most Secret Hotels Windfall Films/Channel 4 and UK TV and various international distributors, Global Media Entertainment/Variou short form branded content project online for Capital Radio/Smooth/Classic FM/ Capital Xtra.

****Within 2023 I took a career break due to carer responsibilities for an ill partner from January – May 2023****

JULY 2020-MAY 2021 – PRODUCTION MANAGER INCLUDING COVID SUPERVISOR/PM

Freelance Production Covid Supervisor throughout the return to work in TV and Media during the early stages in the pandemic. Writing and overseeing that covid protocols were implemented and adhered to during in filming in the pandemic on set and ensuring the safety and wellbeing of the crew on drama, films, commercials, studio and stills shows

Productions Worked for Inc: Emily Feature Film/Warner Brother Feature Film, Oasis Documentary/RSA, Smyths Toy Commercial/Sunipapa Pictures, Who Wants to be a Millionaire/Stellify Media, Boots TVC/Hogarth WW, The food we Love S1 and S2/ITV, The Gadget Show/North One, The Last Leg/Open Mic and Channel 4, Rated or Slatted/Amazon, The Blitz Drama/BBC, Vaneer BSL Feature Film/Mutt and Jeff Productions, Unsaid Stories BLM/ITV, Married at First Sight/CPL.

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JUNE 2018- FEB 2020 FREELANCE PRODUCTION MANAGER AND LINE PRODUCER

Freelance Line Producer and Production Manager for various TV/Media Agencies on both Long form and short form project including Broadcast, Shortform, Commercials from start to delivery to the channel.

Production worked on inc: MDL Beast Promo/Expectation TV, The Restoration/All3Media, Football Content/Otro Global, Short form Produce for Feud PR Agency /Atomized Studios, Falken Motor Sports/chimp TV, Brands to Life Media Agency, Green Rock Media Agency.

AUGUST 2016- MAY 2018 HOP/SENIOR PM – GLOBAL MEDIA AND ENTERTAINMENT

Instrumental in propelling the development of a new video department at Global Media, a prominent commercial radio and media giant in the UK. My responsibilities extended to overseeing up to 15 projects simultaneously, including the annual live OBs of Jingle Bell Ball at the O2 Arena and Summertime Ball at Wembley Stadium.

In my role, I held sole responsibility for:

- Creating and managing budgets for both single and multifaceted episodes.
- Issuing contracts for cast and crew as needed.
- Leading teams of 6-10 Producers and Editors concurrently across multiple projects.
- Collaborating with content solutions account managers.
- Participating in kick-off meetings to initiate projects.
- Producing a comprehensive weekly financial reporting pack for senior management, encompassing over 37 pages of data, figures, and charts for easy comprehension and decision-making support.
- Authorizing and signing off on supplier invoices, with approval authority for amounts up to £25k.
- Managing multiple concurrent edits efficiently.
- Establishing a purchase order system to enhance cost management.

AUGUST 2011- MAY 2018 FREELANCE PRODUCTION MANAGER

Freelance Line Producer and Production Manager for various TV/Media Agencies on both Long form and short form project including Broadcast, Shortform, Commercials from start to delivery to the channel. Production worked on inc: Facebook Live/Visa, Fresh Films Various commercials, Firecracker Films – Budgeting for several production, Nobel Peace Prize Filming London Section, VCCP Kin Various O2 Commercials, The Guardian/Silent Circle Documentary, Space Bar Media – Various commercials, Angel TV – Night Will Fall Feature Film, The10 Group. – X-games and Toshiba commercial, Shoot the Company Yorkshire Tea Commercial and various digital content while covering for the HOP for maternity, BBH - Johnny Walker and Persil Commercial.

SELECTED JPM & PRODUCITON COORDINATOR CREDITS 2006-2011

BBC – Hidden Homeless, UK Riots, Rights Gone Wrong – Current Affairs| Maverick TV- Drama Monologues 2006 & 2007 – Drama| History Channel – The People Speak – OB & Theatre| North One – Tarrant Lets the Kids Lose – Studio| Furnace TV – Alan Turning Recon Drama| Spacebar Media & Hero Media – Various TVC's/Idents

EMPLOYMENT PREVIOUS 1996-2006

Theatre Company and Stage manager working on show in both the West End and on Tour: Shadowlands, The Rat Pack, 6 Dance Lesson in 6 Weeks, Pinter's People, The Constant Wife, Panto's and having worked for Bill Kenwright, QDOS Entertainment and Cameron Mackintosh.

REFERENCES/RATE

Supplied Upon Request. Rate as per BECTU/APA Rate Card

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FEB 2024