

ELLIOT WENGLER

PRODUCTION SECRETARY / COORDINATOR

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📍 Bucks / London 🚗 Full Clean Driving Licence + Own Car

Hello! I am a freelance Production Coordinator and Project Manager, with experiences as varied as live TV to comedy productions and assisting commissioners and agents. I have a wealth of experience in production from live studio shows like *The One Show* to high-end comedy dramas like *Smothered*, and managed projects with BBC Studios, launching and marketing international projects.

I have recently trained with *All Spring Media* in their **Production Coordinator Bootcamp** and am looking to bring my skills, experience and energy into scripted production roles in comedy, drama and film. I have a **full clean UK driving licence** and my own car.

PRODUCTION EXPERIENCE:

Production Secretary May 2023	TRIAL BY JURY Factual-Drama Reconstruction Screendog Productions / Channel 4	Line Producer: Jamie Stratton
- Organised rehearsals, script documents, production office admin including travel and accommodation.		
Production Secretary August 2022 – March 2023	SMOTHERED Comedy Drama Series Roughcut TV / Sky	Line Producer: Carleen Beadle-Larcombe
- Managed accommodation, travel, expenses, purchase orders, production expenses. - Prepared scripts in Final Draft, including child friendly versions.		
Production Secretary April 2022 – May 2022	WE MIGHT REGRET THIS Comedy Roughcut TV / Channel 4	Line Producer: Carleen Beadle-Larcombe
- Managed accessibility needs for a neurodivergent-talent-led comedy pilot, ensuring inclusive venues and accommodation. Coordinated scripts on Final Draft.		
Production Coordinator March 2021 – March 2022, August 2022	BBC Studios: Digital Productions	Production Manager: Tanika Cato
- Coordinated logistics for marketing campaigns and original digital commissions for brands including <i>Doctor Who</i> , <i>Top Gear</i> and <i>BBC Earth</i> and <i>BBC Select</i> . - Set up international shoots, liaised with freelancers, arranged crew bookings, and managed budgets for digital campaigns. Researched archive clearances and data for producers and stepped up to lead on shoot days.		
Lock-Off-Runner February 2021	DR STRANGE AND THE MULTIVERSE OF MADNESS Feature Film Marvel Studios / Disney	
- Lock-off locations runner for one month during Leavesden shoot		
Production Assistant March 2020 – January 2021	INSIDE NO. 9 Comedy Drama Series BBC Studios / BBC Two	Line Producer: Fran Mable
- Location and Production office responsibilities, including implementing covid safety guidelines. Ran rushes. Managed confidential paperwork and data in line with GDPR regulations.		
Department Assistant August 2019 – December 2019	BBC Studios: Comedy Productions	Head of Production: Janet Shaw
- Managed diaries for Head of Production, Head of Comedy and Head of Radio Comedy. Assisted in department project development and other workflows including awards submissions.		
Production Runner / Audiences Researcher July 2017 – July 2019	THE ONE SHOW Factual-Entertainment Series BBC Studios / BBC One	
- Initially part time then eventually full-time lead runner on daily live studio show. Maintained studio resources and equipment, managed green rooms, assisted location shoots including location lock-off work. Covered audiences researcher.		

DIGITAL AND DEPARTMENTAL EXPERIENCE:

Assistant Producer, Digital

July 2024 – July 2025

BBC Select / FaST / Podcasts Premium

BBC Studios: Global Media and Streaming

Creative Producer:

Helen Marley-Hutchinson

- Produced and edited promotional assets for BBC Studios' streaming and consumer digital services.
- Rights clearance, archive research, post-production metadata recording.

Agent's Assistant

February 2024 – July 2024

Creative Media Management

- Diary Management, client HR database management, researched industry trades for client opportunities.

Team Assistant

September 2023 – December 2023

BBC Studios: Brands and Licensing

- Diary management for BBC Studios VP Commercial. Event management including Tellycast Forum at BFI.

Commissioning Coordinator

May 2022 – July 2022

BBC Radio 4

- Managed diaries of BBC Radio 4 commissioners. Managed projects and pitches across databases.

FURTHER CREDITS / EXPERIENCE:

CASTING RESEARCHER:

BBC Studios Comedy: *Carol & Vinnie* (Dec'17),

Fudge Park Productions: *Retail* (Jul'17),

FURTHER RUNNER CREDITS:

BBC Studios Factual: *Rip-Off Britain Live* (Sept'20),

BBC Studios Factual: *The One Show Arts Unit*

(Sept'20),

Zeppotron: *First and Last* (Dec'19),

BBC Studios Music: *Later... With Jools Holland* (Oct-Nov'19),

Studio Lambert: *Celebrity Gogglebox* (Jun-Jul'19),

Bitchachon 360: *Got What It Takes? S4* (Aug'18),

BBC Studios Comedy: *Vic & Bob's Big Night Out S1* (Jun'18),

October Films: *Office Runner* (Mar-Jun'18),

Keo Films: *Britain's Best Cook* (Jan'18)

BBC Studios Comedy: *Upstart Crow S2/3* (Jan'-Mar'17/18),

BBC Radio 2: *Sounds of the 80s* (Dec'17-Mar'18),

BBC Studios Factual: *Rip-Off Britain* (Oct'17),

BBC Comedy: *Still Open All Hours* (Sept'17),

Zeppotron: *Frankie Boyle's New World Order* (Jun'17),

BBC Studios: *Chelsea Flower Show / Hampton Court Palace Garden Show* (May-Jul'17),

BBC Studios Drama: *Queers* (May'17),

BBC Studios Comedy: *Mister Winner* (Mar'-Apr'17)

SKILLS

- Adaptable team player at every level, including leading teams. Experience across genres and scales.
- Full clean driving license.
- Location and Studio shoots, proficient knowledge of equipment and crew roles across departments.
- Diary Management. This has included managing diaries of HODs and Commissioners.
- Project Management. I have managed and structured projects, shoots and productions in GANTT charts and tools like Monday.com.
- Excellent numeracy and across expenditure and expenses logs.
- Proficient ICT skills across **Microsoft Office**, **MacOS**, **Google-Suite**, **Adobe Creative Suite** (Premiere Pro, Photoshop, Audition), Logic Pro, Final Cut Pro, and script software **Final Draft Pro**.
- I have been producing, promoting, and performing comedy and theatre shows around the world, and commissioning and editing a Substack, The Incomplete Guide.

TRAINING

- **Production Coordinator Skills Bootcamp** with *All Spring Media* (October 2025)
 - o **Production Safety Passport Certification**
 - o **Child Licencing City and Guilds Accreditation** for **Working with Children** in the entertainment industry
- Scriptwriting course at *National School of Film and Television*. Script structure, script-reading and report/coverage-writing training. Trained in production usage of *Final Draft*.
- First Aider Trained (2018).
- *How to be a Researcher* with Pam Relton / Creative Skillset / BECTU (2015).

EDUCATION

BA HONS: 2:1 - Politics with Media, *University of East Anglia*, 2011 – 2014

REFERENCES AVAILABLE UPON REQUEST

GDPR STATEMENT: I consent for my CV to be held on file and distributed for employment purposes.