

# Asib Akram

**Production Manager / Senior Production Coordinator / Clearance Coordinator**  
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## PROFESSIONAL PROFILE

A highly skilled and BBC trained Senior Production Coordinator / Clearance Coordinator with extensive experience in dealing with copyright clearance, talent, crew contracts, wrap reports and daily progress reports. Coordinating travel and transport needs of the talent and crew. Confident in negotiating and persuading. Ability to multitask, prioritise and work under pressure.

**BBC TRAINING:** Silvermouse | Production Safety | Safety Awareness | Contracting Freelancers using SmartBook | Contracting; Making the right decision | Data Protection and Cyber Security | Working with Children Online | Children and Young People as Contributors: Children in Drama | Working with Children Face to Face | Introduction to Rights | Media Law Online: Scotland | PCTP Location Shooting | Production Coordination Skills | Data production: finance & HR systems | Unconscious Bias Awareness | Disability Confident

**OTHER TRAINING:** Online Risk Awareness (RAW) Safety Training Module - First Option | Screenskills Coronavirus basic awareness on production training

## CAREER SUMMARY

**BBC Scotland | CBBC | Senior Production Coordinator | Princess Mirror-Belle Series 1** **Mar 2021 – Oct 2021**  
**Line Producer: Cathy Stokes | Series Producer: Alan De Pellette / Gert Thomas | Executive Producer: Sara Harkins**

Setting up the production office, organising equipment and supplies. Hiring crew and negotiating rates. Issuing deal memos and completing ETW Checks for new starters. Hiring vehicles – vans, mini-buses and facilities trucks. Processing Drivers Declaration. Office Comms – email call sheet, recce schedule, etc. Training – book courses (First Aid).

Tied up loose ends and oversaw the post-production in absence of the line producer. Liaising with the artists and crew to ensure post-production is on schedule. Using Silvermouse to complete the programme delivery paperwork. Amending, updating and submitting the paperwork as required. This includes billing, TX form, music reporting form, on-screen portrayal forms and end credit lists.

**Expectation Entertainment | Senior Production Coordinator | Guilt Series 2** **Sept 2020 – Feb 2021**  
**Line Producer: Brad Logan | Producer: Eric Coulter | Head of Productions: Philippa Catt**

Responsible for preparing and keeping track of all talent contracts, (CANs, Stips and Pact/equity) and crew contracts on behalf of the producers. Compiling daily progress and wrap reports summarising progress, risks and issues. Assisting in solving problems and concerns relating to script changes/formatting in Final Draft.

In addition to this acting as the main point of contact for all copyright clearance whilst establishing and maintaining relationships within copyright owners/licensors. Carrying out research and facilitating clearance requests from the design team and producers, negotiating and prepping licenses agreement with copyright owners/licensors, photography, album covers, books, magazines, newspapers, etc. Managing multiple priorities promptly to identifying rights issues/necessary permissions and propose alternative cost-savings options during prep and production stages. Reporting clearance costs to line producer via tracking reports. Collaborating with business and legal affairs on a complex license agreement.

**BBC Studio | Production Coordinator | Mrs Browns Boys Christmas Special 2020** **Aug 2020 – Sept 2021**  
**Production Manager: Gillian Doohan | Production Executive: Mark Munro | Executive Producer: Steven Canny**

Key responsibility consisted of monitoring and ensuring all cast and crew have completed Covid-19 training and Covid-19 health declaration form. Ordering supplies of PPE for those needing to wear it. Additional responsibility consisted of coordinating travel and accommodation for cast and crew. Distributing shooting schedules and scripts / revisions. Raising purchase orders and booking crew.

**BBC Scotland | CBBC | Assistant Production Coordinator (Prep Only) | Princess Mirror-Belle Series 1** **Mar 2020 – May 2020**  
**Line Producer: Cathy Stokes | Series Producer: Alan De Pellette | Executive Producer: Sara Harkins**

Setting up the production office and sourcing equipment and suppliers at the earliest possible stage.

**BBC Scotland | CBBC | Production Coordinator (Prep Only) | Molly and Mack Series 3 & 4** **Feb 2020 – Mar 2020**  
**Line Producer: Susan Tauro | Series Producer: Jane Baxter | Executive Producer: Uzma Mir-Young**

Liaising and acting as a point of contact between the production teams. Booking crew, raising purchase orders, monitoring and updating costs. Track mandatory training for crew and providing general admin support to the line producer.

**BBC Scotland | CBeebies | Production Coordinator | Molly and Mack Series 2** **May 2019 – Nov 2019**  
**Line Producer: Cathy Stokes | Series Producer: Jane Baxter | Executive Producer: Sara Harkins**

Responsible for providing logistical and administrative support to the line producer and acting as the focal point of contact between all departments, talent, internal and external suppliers and taking the necessary action as appropriate. Taking minutes at meetings, prioritising and manage all incoming correspondence. Raising different types of requisitions and purchase orders for production and updating the running cost to monitor budget and schedule. Also organising and coordinating all travel and transport needs of the talent and crew on-location filming. Duties also included distributing shooting scripts, amendments to crew and cast, crosschecking scripts and reporting conflicting priorities when necessary.

**BBC Scotland | CBeebies | Assistant Production Coordinator | The Dog Ate My Homework Series 7** **Sept 2019 – Sept 2019**  
**Production Manager: Kirsty Stewart | Production Executive: Sarah Young**

Provided administrative support to the production team, in order to ensure the smooth and efficient running of the project. Duties include organising high volume of VIP contributors travel & accommodation.

**BBC Scotland | Assistant Production Coordinator The Collective / Dance Passion** **Feb 2019 – March 2019**  
**Production Manager: Deborah Thomson**

Organised travel and accommodation for VIP contributors. Provided administrative support to the production team.

**BBC Scotland | CBeebies | Production Coordinator | Molly and Mack series 1** **May 2018 – Dec 2018**  
**Line Producer: Cathy Stokes | Series Producer: Dominic Macdonald | Executive Producer: Sara Harkins**

Provided support as necessary to all departments, especially the line producer. Preparing and distributing shooting scripts, schedules, and call sheets. Completed post production paperwork via silivermouse. Processed payment and expenses via SmartBook and Mybusiness whilst maintaining and updating the production budget. Communicated with the local authority to obtain child performance licenses. Negotiated prices and timely delivery to maintain budget and schedule. Organised a filing system for important and confidential documents. Arranged travel and transport. Updated calendar and scheduled appointments in relation to the production.

## **VOLUNTEER EXPERIENCE**


**Spirit Aid | Food Bank Volunteer** **Jul 2020 – Present**

Loading and unloading vans with food donations and deliveries, sorting and displaying food products in an organised fashion for packing. Separating cardboard and plastic waste in cages for collection and recycling.

**Untold Stories | Festival Programmer and Coordinator** **Sept 2018 – Present**

I co-founded Untold Stories film screening event with the remit to raise awareness and funds for various charities. This involves project management, film programming, delegating tasks to team members and communicating with sponsors, venues and filmmakers.

## **SELECTED INDEPENDENT CREDITS**

Untold Stories Film | **Regrets** | Short Film | Role: **Producer** | Director: AJ Sykes | 2018 **Link:** <https://vimeo.com/261013218/93e51bd75c>  
UWS | **Open Mike** | Short Film | Role: **Producer** | Director: Tobias Erdmann | 2016 **Link:** <https://vimeo.com/185065752>   
Utopia Film Productions | **Flux** | Feature Film | Role: **Production Manager** | Producer/ Director: Antony Scott | 2018  
TBG Productions | **The Quiet** | Short Film | Role: **Production Manager** | Producer: Janine Koppe | Director: Vito Milazzo | 2017  
Waylate Films / I am me Scotland | **Lucky Break** | Short Film | Role: **Production Manager** | Producer/ Director: Andrew Dobbie | 2016

## **EDUCATION**

**Certificate:** Creative Skillsset Production Co-ordinator Training Programme; *BBC Academy* | 2017

**Certificate:** Producing: Movie Magic Budgeting & Scheduling; *London Film Academy* | 2016

**BA (Hons):** Filmmaking and Screenwriting (First Class); *University of the West of Scotland* | 2015