



KATHY TYNAN

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Position	Company	Duties
Assistant Production Coordinator 2 nd August-23 rd Dec	Epos Films Titanic – Blood and Steel	<ul style="list-style-type: none"> ➤ Arranging travel for cast and crew to and from Serbia and Ireland ➤ Arranging accommodation for cast and crew ➤ Seeking clearance for props/images ➤ Liaising with cast and agents re filming schedule.
Assistant Production Coordinator 22 nd May – July 15 th	Element Pictures Shadow Dancer	<ul style="list-style-type: none"> ➤ Arranging travel for cast and crew ➤ Arranging accommodation for cast and crew ➤ Organising Unit Lists, Contact lists, ➤ Issuing of Contracts to crew and cast. ➤ Seeking clearance for props/images ➤ Liaising with cast ➤ Liaising with agents ➤ Wrapping out Production Office
Production Coordinator 4 th April -15 th April	BBC Dead Fat the Big Debate (Live Show) When Royals Wed	<ul style="list-style-type: none"> ➤ Preparing Call Sheets for Live Show ➤ Organising Running orders and script for live show ➤ Completing post production forms for music, stills and clips.
Production Coordinator 7 th February – 12 th February 2011	IFTA 8th Annual IFTA Awards	<ul style="list-style-type: none"> ➤ Organising the Credit Roller ➤ Assisting with graphics in forming straps. ➤ Sourcing and delegating to runners ➤ Organising script and cue cards for presenters ➤ Setting up production office on location.
Assistant Production Coordinator 18 th October 2010-7 th Jan 2011	Benbow Films/Parallel Films 'Treasure Island'	<ul style="list-style-type: none"> ➤ Coordinating cast Visa's to enter Ireland ➤ Organising and Coordinating documentation for Visa's for all cast and crew travelling to USA ➤ Coordinating Visa interviews at Embassy's ➤ Organising payment of Visa's to Embassy's

<p>Assistant Production Coordinator 9th August 2010 – 8th October 2010</p>	<p>Reindeer Films/Parallel Films 'The Santa Incident'</p>	<ul style="list-style-type: none"> ➤ Obtaining copyright clearance ➤ Issuing Contracts & Notices ➤ Sourcing Props ➤ Updating Schedules ➤ Updating Unit Lists ➤ Ensuring Start forms and Health & insurance forms were completed ➤ Travel Itineraries ➤ Accommodation ➤ Setting up various accounts ➤ Office set up & maintenance
<p>Assistant Production Coordinator 21st June 2010 -1st August</p>	<p>Clyde TV/ Element Pictures Film: 'When Harvey Met Bob'</p>	<ul style="list-style-type: none"> ➤ Obtaining copyright clearance ➤ Researching Archive ➤ Updating Schedules ➤ Updating Unit Lists ➤ Ensuring Start forms and Health & insurance forms were completed ➤ Travel Itineraries ➤ Accommodation ➤ Office set up & maintenance
<p>Production Coordinator March 8th 2010- 18th June 2010</p>	<p>BBC NI Entertainment Department The Blame Game Art Space Choir Boys - Factual</p>	<ul style="list-style-type: none"> ➤ Crew Bookings ➤ Management of budgets ➤ Equipment bookings ➤ Log notes ➤ Completing P4A Clearance Forms ➤ Accounts on SAP system ➤ Sourcing Props ➤ Organise Production Meetings ➤ Time keeping in Studio ➤ Travel & Accommodation bookings
<p>Assistant Producer August 31st - 2009 – February 2010</p>	<p>Vision Independent Productions My Showhouse</p>	<ul style="list-style-type: none"> ➤ Researching Home owners ➤ Organising filming schedules ➤ Liaising with Designers ➤ Setting up shoot days ➤ Liaising with the Director ➤ Organising interviews on shoot days ➤ Organising meetings between home owners and designers ➤ Logging on film days ➤ Liaising between designers and homeowners in weeks of preparation ➤ Preparing schedules of works ➤ Preparing Call sheets
<p>Location Assistant August 26th - 28th 2009</p>	<p>Tilted Pictures Tarp</p>	<ul style="list-style-type: none"> ➤ Assisting location manager on site ➤ Liaising with property owner ➤ Ensuring set is open and ready for shoot
<p>Production Coordinator Audience Coordinator Dec 2007-July 09</p>	<p>Happy Endings Production Ltd Don't Hang Up The Panel Live Tour Smoke and Mirrors The Panel Series 7A</p>	<ul style="list-style-type: none"> ➤ Coordinate schedules and release forms ➤ Completing Clearance forms ➤ Organising Budgets for Shows and Proposals ➤ Organising Travel & Accommodation

		<ul style="list-style-type: none"> ➤ Sourcing Audience members ➤ Allocation of tickets and box office duties ➤ Sourcing Locations ➤ Organising actors and costumes ➤ Liaising with Panellist's schedules for availability ➤ Logging of footage & highlighting best clips ➤ Organising stock for days of shoot ➤ Sourcing of props ➤ Organising Publicity for the Tour and Series ➤ Petty Cash and accounts for tour and shows ➤ Research program ideas ➤ General Office Administration ➤ Organised Office Relocation ➤ Set up on show days
Office Manager , Personal Assistant, Runner	<p>Mind The Gap Films</p> <p>Fair City Sings Jigs 'n' Reels New Years Special Jigs 'n' Reels</p>	<ul style="list-style-type: none"> ➤ Liaise with Presenter and TV personalities e.g. Marty Whelan ➤ Audience and taxi Coordinator on Shows ➤ Liaise with Producers ➤ Make appointments with clients via email and telephone ➤ Communicate with Post Production House ➤ Organise clearance forms, music returns ➤ Research for Program proposals and current programs ➤ Organise video library ➤ General Office Administration ➤ Order Stock ➤ Log Media footage using Avid Media Log
Production Assistant	<p>Naked Camera Production</p> <p>Naked Camera</p>	<ul style="list-style-type: none"> ➤ Obtained release forms from members of the public involved. ➤ Logged for Camera ➤ Organised Tapes ➤ Petty Cash
Production Trainee & Runner	<p>Screentime ShinAIL Productions</p> <p>You're A Star Charity Special 2 series You're A Star 4 & 5 O2 Ability Awards</p> <p>Palamino Pictures Irish Film and Television Awards</p>	<ul style="list-style-type: none"> ➤ Liaised with celebrity contestants in weeks prior to show during rehearsals. ➤ Obtained music and lyrics for both contestants and the MD and band. ➤ Organised rehearsal schedule. ➤ Script and Cue Cards ➤ Assisted Stage Manager. ➤ Administrative duties during auditions. ➤ Organisation of tickets and contestant information pre-production, production and post-production

		<ul style="list-style-type: none"> ➤ Logging with Camera Crew. ➤ Celebrity Spotter on the IFTAs. ➤ Backstage liaison with wardrobe, hair, make up and media area.
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EDUCATION

2006-2007: St. Patrick's College Maynooth, Kildare
Postgraduate Diploma in Christian Communications
Radio and Television production in Kairos Studios, Maynooth

2003-2006: NUI Maynooth, Co. Kildare
BA Degree in English and Sociology

Achievements & Interests

- ❖ Bill Keating Producer and Presenting course Feb 2011- April 2011
- ❖ CEB Honours Certificate in Computer Studies in Microsoft Word, Excel, Outlook and Excel
- ❖ Interests include: Cooking, Reading, Running, Socialising, Music and Film

Full Clean Drivers Licence

References on Request