

VIKI CARTER
PRODUCTION EXECUTIVE / CONSULTANT & TRAINER

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Full credit list: <https://www.peahiconsulting.com/credits>

March 2023 - present: PRODUCTION EXECUTIVE / CONSULTANT

Currently working as a consultant to independent production companies:

- Drafting budgets and schedules and negotiating with broadcasters including for Netflix, Nat Geo, ITV including a HETV sports archive documentary for Netflix - currently in development with production due to start in February.
- Assisting a small indie with setting up policies, systems and procedures prior to their first production including accounts processes and cash flows for production.

Clients include: Wall to Wall; Circle Circle Films; Spirit Media; Crunch Films; Studio Crook; Very Nice TV

Also undertaking business consultancy including:

- Assisting with writing a bid for a government grant from Innovate UK to develop AI tools for the TV post production industry. Key point of contact for multiple stakeholders involved. Putting together the staffing plan and budget for the post house work on the project. Involved in collating and developing the overall project plan and reviewing deliverables to ensure they were achievable within the stated timeframes.
- Reviewing the role of Head of Technology (being made redundant) at the same post house and reapportioning responsibilities to newly created Director of Operations and Head of IT roles. Ensuring these changes are reflected in updated job descriptions.
- Working with a crewing platform to develop a strategy for both membership and user growth. Alongside a marketing consultant developing and delivering ideas for content on social media to achieve this. Additionally engaging my own network of production management contact to garner feedback to improve the online platform. Also set up a focus group to look at specific areas of improvement to inform the development of the new website.

Clients include: Virtual Post and The Sab Network.

February 2023 –present: TRAINER & MENTOR

- Currently developing a 'Stepping Up to Production Executive' course for Media Career Advice.
- Developed and delivered a course for 'Understanding Contracts for Production Management' for Screenskills.
- Developed and delivered 'Intro to Production Management' training course for DV Talent (along with 2 other Prod Exec/HoPs) covering areas such as budgeting & scheduling, cost managers, legal & compliance, insurance, post production, foreign filming, crewing up and negotiating deals.
- Mentored a PM on the 'Intro to PM' course; a production coordinator moving from the events industry and a Mum returning to work in TV.

August 2021 – August 2023: PRODUCTION EXECUTIVE, Darlow Smithson Productions (part time)

Oversaw all of DSP's productions including:

- Managing the PM teams and the office assistant.
- Writing budgets ranging from large scale fact ent formats to adventure series to one off documentaries.
- Cost monitoring and reporting internally and externally.
- Health & Safety and insurance including Covid protocols and submitting a DCMS Production Restart claim.
- Managing development shoots and edits.
- Reviewing and updating DSP's PM Bible, Welcome Pack and various production templates.

Credits: Interior Design Masters, Series 3,4&5, BBC One, 8x60; Salisbury Poisonings, Discovery 1x90; The Great Smog: Winter of '52, Channel 5, 2x60 + 1x90 stitch; Great Stink, Channel 5, 2x60 + 1x120 stitch; Designing the Hebrides, BBC Scotland, 6x30; The Big Steam Adventure, Channel 5, 4x60; The Vikings, Channel 5, 3x60.

December 2020 - August 2021: PRODUCTION EXECUTIVE, Ten66 Television (part time)

Oversaw all of Ten66 Productions - responsibilities included:

- Budgeting, scheduling and negotiating with Broadcasters including feasibility studies and budgets for filming a large-scale reality series abroad and in the UK under Covid restrictions.
- Overseeing company and production spend including cash flow.
- Reviewing Company policies and setting up new systems, procedures and production processes including working closely with newly appointed production accountant on financial systems and reporting.
- Overseeing move into a new office including employing and managing Office Manager and Kickstart Trainee.

Credits: Nick Knowles' Better Homes, Channel 5, 3x60 & Love in the Flesh, BBC Three, 8 x 45 (development & pre-production).

December 2020 - April 2021: PRODUCTION CONSULTANT, Virtual Post Production (part time)

Working with senior management to review and improve management and resourcing to ensure it worked effectively across the business, particularly for project and client management.

June 2020 - September 2020: ACTING HEAD OF PRODUCTION/PM (part time), Chatterbox Media

Oversaw all of Chatterbox's productions through a period of rapid growth:

- Drawing up budgets, schedules and assisting with Comm Specs for new productions.
- Putting new systems and processes in place prior to a full-time production team starting.
- Recruiting and managing production freelancers.

Credits: Sally Lindsay's Posh Homes, Channel 5, 3 x 60; Meet the Khans, BBC Three, 8 x 30 (pre-prod & filming)

January 2020 - June 2020: PRODUCTION MANAGER (job share), Crackit Productions

Plastic Surgery Knifemales, Channel 5, 6x60

November 2019 - January 2020: POST PRODUCTION MANAGER (part time), Back2Back Productions

Saved on Camera, BBC One, 10x30 plus Cineflix 8x60,

August 2019 - November 2019: PRODUCTION MANAGER (part time), Koska

Sex Stories, Channel 5, 3x60

January 2019 - July 2019: PRODUCTION MANAGER (job share), Crackit Productions

A Very British Sex Shop, Channel 4, 1x60; The Good Girls' Guide to Kinky Sex, Channel 5, 6x60

July 2018 – January 2019: PRODUCTION EXECUTIVE (part time), Atomized Studios

Overseeing projects ranging from online content films to TV commercials to TV documentaries.

January – July 2018: MATERNITY LEAVE

April 2017 – December 2017: PRODUCTION MANAGER, Ricochet

Finding Me A Family, Channel 4, 2x60 documentary (fixed rig)

February 2016 - April 2017: FREELANCE PRODUCTION EXECUTIVE

Providing production support on a short-term, ad hoc basis to indies including:

- Writing budgets and schedules for entertainment, factual entertainment and factual programmes including successfully negotiating additional funding or over tariff budgets on several productions.
- Recruiting freelance staff including production managers.
- Setting up cash flow monitoring including submitting progress reports and invoices.
- Writing and adapting policy documents, New Starter packs and Company Manuals.
- Overseeing development shoots, tasters etc.

Clients included: Time Inc, Tuesday's Child, Pi Productions, Honey Productions, Stellify Media, Keshet (UK), BBH, Bitachon 360 (formerly Lincoln Square).

November 2015 – January 2016: PRODUCTION MANAGER, Windfall Films

The Royal Institution Christmas Lectures: *Surviving in Space*, BBC 4, 3x60 'as live' lectures (de-rig OB), BBC 4

2014-2015: HEAD OF PRODUCTION, Riverdog Productions

Seven Envelopes, Watch, 2x30; **Five Star Explorer**, National Geographic. 2x30; **Painting the Johnsons**, Sky Arts, 1x60; **Goodnight Kiss**, TLC, 1x30 pilot; **My Life: Take A Breath**, CBBC, 1x30.

2007 - 2013: PRODUCTION MANAGER

ITV STUDIOS: Andrew Lloyd Webber's Superstar ITV1, 12 x 60-90 live; **Let's Do Lunch 3**, ITV1, 30x60 live; **I never knew that about Britain**, ITV1, 8x30; **The Big Christmas Reunion**, ITV2, 1x60; **2012: A Funny Old Year**, ITV1, 1x60; **Paddy's TV Guide**, Channel 4, 8x45.

RIZE TELEVISION: True Stories: My Stalker & Accused: The 74 Stone Babysitter, Channel 4, 2 x 60 documentaries.

SEPTEMBER FILMS: Penn & Teller: Fool Us, ITV1, 1x90 & 8x60; **Sex Lessons**, Fiver, 10x30; **Children's Emergency**, BBC1, 8 x 30; **Alan Whicker's Journey of a Lifetime**, BBC2, 4 x 60; Various **Extraordinary People**, C5 & **Bodyshock** Channel 4.

TRAINING

- **Mental Health First Aid** (MHFA England);
- **Creative Industries Health & Safety Passport** (Bectu);
- **Working with Children** (BBC);
- **Albert – Carbon Literacy** (BAFTA)

References available on request.