

TRACY MANSER

Production Manager / Line Producer

07774 124949 | tracy@manser.tv | www.manser.tv

I am a highly experienced Television Production Manager / Line Producer, used to overseeing several productions at once within light and factual entertainment in the Independent Sector. My experience also covers a wide range of genres from Studio to Location, Children's, Documentaries, Comedy, Music, Reality, Make-Over and Game Shows.

I've looked after teams of just a few to over 100, have been responsible for budgets from £20k to over £4 million, negotiated deals with Crew, Talent, Locations and Suppliers, overseen employment and production Contracts, had responsibility for all Health & Safety, and have liaised with Broadcasters and Commissioning Departments for all of the major broadcasters.

CAREER

May 96 – Now **Freelance Production Manager / Line Producer** – See Full Credit List attached

Key Responsibilities include:

- Preparation of Budgets and Schedules for production
- Daily Cost Monitor and Cost Reporting to Production and Broadcaster
- Hiring of junior and production staff
- Contracting all staff on production
- Ensuring Insurance is in place for production & key staff / talent
- Overseeing all Health & Safety on location and providing necessary Risk Assessments
- Liaison with all members of Production and Broadcaster at all stages of production
- Attendance on location / studio for majority of shoots
- Responsibility for payroll / approval of invoices / purchase orders etc
- Petty Cash reconciliation of daily expenditure on production
- Overseeing Edit schedule
- Clearance of Music and Archive
- Final Delivery to Broadcaster

Key Skills

- Initiative and problem solving skills
- Diplomacy and sensitivity
- Resourcefulness and the ability to troubleshoot
- Advanced analytical skills
- Budgeting and financial skills
- Excellent verbal and written communication skills
- Precise attention to detail and methodical approach to work
- Excellent organizational abilities
- IT skills and excellent knowledge of Word & Excel
- Touch typing

May 95 - Jan 97 **Office Manager / PA to Director of Programmes - Action Time (UK) Limited**

Producers of game shows and light entertainment programmes

Mar 93 - Apr 95 **PA to Director of Business Affairs - HIT Entertainment plc**

Worldwide distributor of children's, family and wildlife programming

Aug 92 - Mar 93 **PA to Managing Director - August Entertainment UK**

Film sales agency with offices in London and Los Angeles

Apr 91 - July 92 **PA to Chief Executive - TVF**

Documentary television Production Company

EDUCATION

1988 - 1990

Dunstable College, Bedfordshire - BTEC National Diploma in Business Studies and Finance

1986 - 1988

Manshead Upper School, Bedfordshire - 9 'O' Levels / GCSE's

Community Sports Leaders Award

TRAINING

BBC Safeguarding Trust Modules

Avril Rowlands Television Training - PA Studio Skills

Advanced Health & Safety Training – Three day course run at Granada for Production Managers

First Aid Training – Course run by PMA

PADI Diving License

Full Clean Driving License

REFEREES

Details on Request

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FREELANCE PRODUCTIONS CREDIT LIST

Oct 10 - Dec 11 **NORTH ONE TELEVISION** (Concurrent Productions)

ULTIMATE ME (Working Title) - 1 x 60 min pilot for E4.

A new health & fitness lifestyle pilot for E4, where two overweight people are shown a 3D Avatar of their 'Ultimate' self before being put on a 12 weeks healthy eating programme along with 3 sessions a week with a personal trainer. Will they look like their avatar at the end of the period, or will the chocolate and wine win out?

Producer/Director: Danielle Carter / Executive Producer: Ricky Kelehar

THE UNFORGETTABLE... – 10 x 30 mins & 2 x 60 mins for ITV1

This much loved archive-biography series celebrates the lives and careers of some of Britain's best-loved entertainment icons. Each programme in the 10-part run focuses on the parallel private and professional life-stories of much-missed talents from across the entertainment world. The series tells compelling stories with rounded insights into people we remember fondly, as told by those who genuinely knew them best: family, friends and close colleagues – no rent-a-quotes! Previously unseen personal archive helps add a real sense of the person behind the public persona. Under the spotlight are the late Norman Wisdom, Dudley Moore, Leslie Crowther, Rod Hull, Russell Harty, Dick Emery, Hughie Green, Noele Gordon, Gordon Jackson and John Thaw.

A separate, one-off 60min commission on Ernie Wise was made to air on Boxing Day 2011, while the John Thaw programme was also extended into a one-hour special to mark the 10th anniversary of the much-loved actor's death.

Directors: Sean Doherty, Verity Maidlow, Emma Clarke, Samantha Peters, Mark Turnbull / Executive Producers: Karen Steyn & John Quinn

WHAT'S YOUR GOAL? – 3 x 30 mins for Sky Sports & Sky 1

A football-based initiative launched by nPower to inspire young people aged 12-16 to think about their future careers, behind the scenes within the Football League. Each week Ben Shephard reveals how 2 youngsters pull off an amazing opportunity to work in football. From Football Managers to Presenters, Referees to TV Sports Producers, we'll follow the stories as our youngsters learn that you don't have to be able to kick a football to work with your favourite team.

Awarded first place at the C21 Media International Format Awards 'Best Brand-Generated Format'

Series Producer: Ron Fisher / Executive Producers: John Nolan & John Quinn

DEVELOPMENT – Various Ongoing

Working alongside the Development Team across several new and exciting Entertainment shows, providing budgets, schedules and logistical solutions for UK and USA based productions.

Aug 10 – Oct 10 **SPLASH MEDIA LTD**

FLASH PRANK – 1 x 30 min Pilot for MTV

Flash Prank is a hidden camera show where unsuspecting members of the public are set up by friends to be the subject of a prank that involves a 'flash mob' of up to 100 people. With 36 hidden cameras, 100 extras, and a real 8ft crocodile, you'll know if you've been pranked.

Producer: Andy Brown / Director: Simon C Dinsell

May 09 – Dec 09 **RENEGADE PICTURES** (Concurrent Productions)

MAD ABOUT THE HOUSE – 6 x 60 mins for BBC3

Six hard up couples are given a wad of cash to transform their homes, with the proviso that He has to make every design, decorating and DIY decision while She moves out. Will they manage to create the perfect pad or will DIY disasters mean curtains for their relationship...

PD's: Joe Ward, Mary Paraskakis, Zoë Page, Dan Edwards, Karen Rona / Executive Producers: Alan Hayling & Victoria Watson

BEENY'S RESTORATION NIGHTMARE - 3 x 60 mins for Channel 4

Following Sarah Beeny as she undertakes the biggest home makeover challenge ever, that of her own huge stately home, making it a go to boutique destination for weddings and celebrations.

This was an ongoing project over a period of eight months, with intermittent filming. I oversaw the filming taking place during my time at Renegade.

Mar 09 – May 09 **DEUCE FILMS LIMITED**

SLIPS – 1 x 30 min Pilot for MTV

Think "The Fast And The Furious" meets "Pimp My Ride". Two drivers have their old cars fully overhauled by Huey Morgan and his crew, before being let loose on the Slips racetrack, with the fastest winning the 'Slips' and taking home both cars. Two drive in, one walks home. Full TX Pilot

Producer: James Neal / Director: Rob Ryan

Apr 08 – Nov 08 **IWC MEDIA LTD**

CAR OF THE YEAR – 4 x 60 mins for UKTV/Dave

Presented by Johnny Vaughan from Beaulieu's National Motor Museum, we look at 6 categories of vehicle from super minis to Supercars, testing the best on the market from this year's offerings, all in rather unusual ways... With star turns from Roland Rivron, Andy Parsons and the Hairy Bikers.

Series Producer: Dominic Bowles / Executive Producer: Eileen Herlihy

RORY & PADDY'S GREAT BRITISH ADVENTURE – 4 x 60 mins for Five

Comedians Rory McGrath and Paddy McGuinness go on a trip around the country in an antique VW Camper to take part in unusual but quintessentially British events. Events include such delights as Cheese Rolling, Worm Charming, Bog Snorkeling and Nettle Eating – so just a normal day out then...

Series Producer: Mike McDowall / Executive Producer: Franny Moyles

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May 07 – Dec 07 **OBJECTIVE PRODUCTIONS**

THE REAL HUSTLE LAS VEGAS – 8 x 30 mins BBC Three

This 4th series heads to the gambling capital of the world, Las Vegas, where our three Hustlers, Paul, Alex and Jessica demonstrate some of the biggest, most outrageous scams ever.

Series Producer: Myles Jenkins / Executive Producer: Anthony Owen

CONVENTION CRASHER – 2 (of 3) x 60 mins Channel 4

Justin Lee Collins attempts to make it in some very different professions by developing his skills as an Illusionist, and as a Ventriloquist, attending major conventions in the USA to discover the very real challenges of breaking into each industry.

Series Director: Will Yapp / Executive Producer: Gary Monaghan

Jan 07 – Apr 07 **SHINE LIMITED**

MUSICOOOL – for Channel 4 / T4 (*Pre Production Only*)

10 musically talented young adults are brought together to collaborate and put on their own Live modern day Musical that suits their style of music, from R&B, Urban, Slash Metal and Pop. *Preproduction only* - I oversaw the set up of series, budget, auditions and the move into the 'house'.

Series Producer: Janie Valentine / Executive Producer: Antonia Hurford-Jones

May 06 – Dec 06 **TIGER ASPECT PRODUCTIONS**

MAKE ME A SUPERMODEL (Series 2) - 15 x 60 mins Reality for Five

Rachel Hunter returns to lead the panel of Experts searching for the next Supermodel. From London to Paris to Iceland, this time its Boys v Girls. 12 people, 5 weeks, only one winner.

Series Producer: Debbie Searle / Executive Producer: Lisa Perrin

Nov 05 – Feb 06 **OPTIMISTIC NETWORK PLC**

CELEBRITY SOUP – 13 x 30 mins and 130 x 1 mins for E! Entertainment Television

Iain Lee presents a comic and often cutting look at the week in Celebville, catching up with the funniest moments on TV, the most entertaining stories in the news and some top showbiz gossip.

Series Producer: Dan Whitehead / Executive Producer: Jay Pond-Jones

Dec 04 – Nov 05 **TIGER ASPECT PRODUCTIONS**

MAKE ME A SUPERMODEL - WHERE ARE THEY NOW? - 1 x 60 mins for Five

It's been six months since the series, just exactly what are the girls up to now? We follow 6 of the 13 girls to find out just exactly how Make Me A Supermodel changed their lives.

Producer/Director: Stephanie Rafanelli / Executive Producer: Lisa Perrin

MAKE ME A SUPERMODEL - 8 x 1 hrs, 3 x 1 hrs Weekly Highlights, 1 x 90 min Live Final for Five

Rachel Hunter heads up the panel of the fashionista fabulosa in this reality show searching for a new Supermodel. The three week event shows trains the 13 beautiful chosen to be top models. Everything culminates in a Live Finale.

Series Producer: Debbie Searle / Executive Producer: Lisa Perrin

Oct 04 – Dec 04 **GRANADA MEDIA LTD**

MARGARET'S STORY - 1 x 60 mins for ITV (Post Production Manager)

Documentary following the story of a mother who's son moved to the Philippines to start afresh, but who ended up being murdered. Margaret works tirelessly to find her son's killers and bring them to justice.

Producer/Director: Katinka Newman / Executive Producer: Sarah Caplin

June 04 - Oct 04 **TALKBACK THAMES LTD**

THE C.H.A.O.S. CLINIC - 8 x 30 mins for Five

Professional Organiser Meg Connell flies over from Sunny California to put people who live with chaos, clutter and confusion back on the right track.

Series Producer: Amelia Dare / Executive Producer: Steph Harris

Sep 03 – Mar 04 **YORKSHIRE TV (Concurrent Productions)**

FIRST LOVE SECOND CHANCE - 3 x 60 mins for ITV1

Past loves reuniting and stepping into each other's lives. Would their life together really have been what they've been dreaming over the years?

Directors: Barnaby Coughlin, Wendy Ottewill, Suzanne Lynch / Executive Producer: Clare Pizey

THE GREAT BRITISH HOLIDAY – Non TX Pilot for Five

Posh boy Simon Davis heads off in his three piece suit in search of the Great British Holiday joining a family of four on their annual trip to Butlins in Skegness.

Producer/Director: Phil Stebbing / Executive Producer: Clare Pizey

BRITAIN'S FAVOURITE HOLIDAY - 1 x 60 mins for Channel 4

Travel presenter Simon Davis guides us through the top 20 holiday destinations for us Brits, and of course we visit the favourites along the way.

Producer: Rachel Tatton-Brown / Executive Producer: Clare Pizey

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July 02 – Sept 03

RDF MEDIA

BOSS SWAP – 1 (of 3) x 60 mins for Channel 4

Two bosses from different industries swap for two weeks, making some changes to the way things run.
Series Producer: Eve Kay / Executive Producer: Stephen Lambert

STAR BUCKS - 8 x 30 mins for T4 /Channel 4

Edith Bowman presents a very light hearted series all about celebrity, gossip and the spending habits of the rich and famous
Series Producer: Rachel Tatton-Brown / Executive Producer: Sam Anthony

DREAM HOLIDAY HOME - 10 x 30 mins for Five

Carol Smillie presents a series where viewers can win a newly renovated Dream Holiday Home live on air each week - lucky things!
Series Producer Director: Kate Brown / Executive Producer: David Frank

Jan 02 – June 02

FOLIO PRODUCTIONS

FIRE WARS - 4 x 30 mins for BBC1

An observational documentary series following the Fire Investigators of South London.
Series Producer Director: Aileen McCracken / Executive Producer: Charles Thompson

May 01 – Nov 01

SEPTEMBER FILMS

COSTA DEL DOSH - 15 x 30 mins for Bravo

A light hearted look at the life and times of the cleaners and 'criminals', the pint pullers and pole dancers that made Spain their home.
Directors: Ed Venner & Colin Rothbart / Executive Producer: Carole Peters

Feb 01 – Apr 01

FLASHBACK TV

THE HOT SEAT - 6 x 60 mins for Artsworld

Sir Christopher Frayling conducts six studio based in-depth interviews six of some of Britain's leading creative talents about their art.
Producer: Hilary Chadwick / Executive Producer: Carol Chaffer

Aug 99 – Nov 00

BAZAL PRODUCTIONS

FANTASY ROOMS - 6 x 30 mins for BBC Television

Laurence Llewelyn-Bowen proves once again that he can make fantasy become reality in the 2nd series of this art history based makeover show.
Series Editor: Elaine Hackett / Executive Producer: Linda Clifford

IT'S A GIFT (Series 1, 2 & 3) - 26 x 30 mins for Carlton Television

Eric Knowles shops for the collectables of the future, surprising members of the public with a special gift from a loved one.
Series Producer: Nick Aarons / Executive Producer: Elaine Hackett

Aug 98 - Aug 99

GRANADA TELEVISION

BETTER HOMES REVISITED - 1 x 30 min special for ITV Network

We take a glance back to some of the families from the first series to see how much their lives have changed since having the Better Homes experience.
Producer Directors: Nigel Mercer & Derek Hallworth / Executive Producer: Tracy Jeune

BETTER HOMES (Series 1 & 2) - 16 x 30 mins for ITV Network

Carol Vorderman introduces two designers undertaking huge makeovers on neighbouring homes to increase the price of the properties.
Series Producer Director: Nigel Mercer / Executive Producer: Zoë Watson

Feb 98 – Aug 98

ROGER BOLTON PRODUCTIONS

THE WHEEL – 40 x 60 mins for Channel 5 Production *Co-ordinator*

Series Producer: Nick Stuart / Executive Producer: Roger Bolton

Oct 97 - Dec 97

LWT

THE CRAZY WORLD OF JOE PASQUALE - 2 x 30 mins for ITV. *Production Co-ordinator*

Producer: Mark Wells / Director: Ian Hamilton

Aug 97 - Sept 97

BBC TELEVISION

RED BULL AIRSHOW - 2 day OB for BBC *Production Secretary*

Producer Director: Rick Gardner

Dec 96 - July 97

ACTION TIME (UK) LIMITED

NAME THAT TUNE - 26 x 30 mins for Channel 5 *Production Co-ordinator*

Producer: Dave Morley / Director: Mike Adams

STARSTRUCK – 60 mins Pilot for FilmNet. *Production Secretary*

Producer: Rowena Goldman / Director: Wendy J Dyer