

## TOBY WATTS. PRODUCTION ASSISTANT

### COMMERCIALS

<u>DATE</u>	<u>PROD.CO.</u>	<u>TITLE</u>	<u>HOD</u>	<u>ROLE</u>
Aug 24	<b>Red Studios</b> (AMV BBDO)	World Gold Council - Language	Producer: John Barratt	<b>Production Assistant</b>
Jul 24	<b>Red Studios</b> (AMV BBDO)	Zarbees - For Bears	Producer: Michelle Kern	<b>Production Manager</b>
Jan 24	<b>The Production Booth</b>	Huawei - Being Digi Sapiens	Producer: Thomas Booth	<b>Production Assistant</b>
Dec 23	<b>Red Studios</b> (AMV BBDO)	Sheba - All They Want	Producer: Michelle Kern	<b>Production Assistant</b>
Oct 23	<b>Red Studios</b> (AMV BBDO)	TENA - Proskin II	Producer: Lauren Allen	<b>Production Assistant</b>
Oct 23	<b>Red Studios</b> (AMV BBDO)	Smart Energy GB - Prepay	Producer: Michelle Kern	<b>Production Assistant</b>
Mar 20	<b>Smoke&amp;Mirrors</b> (Tag)	Arla - Castello	Producer: Greg Mills	<b>Production Runner</b>
Feb 20	<b>Smoke&amp;Mirrors</b> (Tag)	Nested - Home	Producer: Greg Mills	<b>Production Runner</b>
Jan 20	<b>Smoke&amp;Mirrors</b> (Tag)	Sainsburys - Sports Relief	Producer: Greg Mills	<b>Production Runner</b>

### FILM AND TV

<u>DATE</u>	<u>TITLE</u>	<u>HOD</u>	<u>ROLE</u>
Feb – Jun 24	<b>GREENLAND: MIGRATION</b> Anton Corp / Thunder Road Films	Producer (Assist to): John Zois (Anton Corp) Producer (Assist to): Brendon Boyea (Thunder Road)	<b>Producer's Assistant</b>
Dec 22 – Jun 23	<b>THE LORD OF THE RINGS: THE RINGS OF POWER (S2)</b> Amazon MGM Studios	Director (Assist to): Vic Armstrong 1st AD: Stephen Rigney UPM: Vicky Bishop	<b>Director's Assistant</b>
Oct – Nov 22	<b>HIJACK</b> 60 Forty Films	UPM: Paul McNearney Prod Supervisor: Vicky Bishop Prod Coord: Matthew Moss	<b>Production Secretary</b>
Feb – Sep 22	<b>HIJACK</b> 60 Forty Films	UPM: Paul McNearney Prod Supervisor: Vicky Bishop Prod Coord: Matthew Moss	<b>Production Assistant</b>
Nov – Dec 21	<b>MASTERS OF THE AIR</b> Apple Studios	2nd AD: Bryn Lawrence	<b>Crowd PA</b>
Jul – Oct 21	<b>MASTERS OF THE AIR</b> Apple Studios	UPM: Andy Surry Prod Supervisor: Vicky Bishop Prod Coord: Lindy Chambers	<b>Production Assistant</b>

### SKILLS

PA duties of: Calendar Management and Meeting coordination across timezones, Representative Research & Presentation, Script review and note-making, Accommodation and Travel Arrangement  
Expense tracking and reimbursement, Minute-taking and write-up.  
Administrative duties of: Document management & distribution with Scenecronize + SetKeeper, Raising invoices and POs with DPO, Crew and contract management with TeamEngine.  
Client liaison | Booking kit & crew | Travel & Accommodation Coordination | Writing call sheets and RAs | Contracts