

SARAH RECHT

PRODUCTION COORDINATOR / MANAGER FOR (UN)SCRIPTED FILM AND TELEVISION

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Based in Cologne with option to relocate to the UK

Graduate of the National Film and Television School in London with a certificate in 'Production Management for Film and TV'. Experience in international filming (EU, USA, Asia, Middle East) and filming in difficult environments (jungles, deserts) as well as working with talent and children. Very good understanding of budgets, good knowledge of health & safety policies and work regulations in Germany and the UK. Highly organized team player who is up for a challenge.

KEY SKILLS

- Creating and managing cost managers up to 400k as well as short film budgets and cash flow plans up to 32k
- Film and festival funding (Film- und Medienstiftung NRW, DFFF, Ausfallfonds, EFFRE)
- Interviewing, hiring and supervising production coordinators / secretaries / assistants / runners
- Creating and distributing production paperwork incl. call sheets, movement orders and risk assessments
- Coordinating (inter)national travel and accommodation for cast and crew up to 100 people incl. visa and carnets
- Reconciling credit card payments and floats
- Working knowledge of Windows, MacOS, Microsoft Office, Google Workspace, PMI, Movie Magic Budgeting & Scheduling, Final Draft, Preproducer and FuzzleCheck
- Languages: German (native), English (CEFR C1), French (CEFR B2), Latin (Latinum)

CURRENT & UPCOMING PRODUCTIONS

Production Coordinator: Strange River (W/T)

Feature Film, Coming of Age Drama | Schuldenberg Films, Alma Cinema & Miramemira, Berlin, 06/2024 – 08/2024

CREDITS – SCRIPTED

Production Manager: Still Life (W/T)

Short Film, Drama | National Film and Television School, London, 12/2023 – 02/2024

Production Manager: Immaculata

Short Film, Psycho Thriller | Filmfaust GmbH & Kim Lêa Sakkal Produktion, Cologne, 05/2023 – 07/2023

Production Coordinator: The Nobody

Short Film, Drama | National Film and Television School & Amazon Prime, London, 11/2023

Production Coordinator & Line Producer's Assistant: Fabula

Feature Film, Black Comedy | 2Pilots Filmproduktion GmbH & New Ams Film Company, Cologne, 11/2022 – 01/2023

Production Secretary: Max oder der Tag an dem ich nach links schipperte

Featurette, Children | l'image media GmbH, Cologne, 08/2012 – 06/2014

Production Assistant: Goodbye Mama (W/T)

Short Film, Drama | National Film and Television School, London, 09/2023 – 10/2023

CREDITS – UNSCRIPTED

Production Manager: Earlier (W/T)

Music (studio-based) | National Film and Television School, London, 10/2023 – 11/2023

Production Manager: KIN (W/T)

Documentary | National Film and Television School, London, 09/2023 – 03/2024

Production Coordinator: Gold Rush: Mine Rescue with Freddy and Juan

Factual, Discovery, Series 3 | Raw TV Ltd, London, 02/2023 – 04/2023

Production Coordinator: SAS: Who Dares Wins

Constructed Factual, Channel4, Series 8 | Minnow Films Ltd, London, 06/2022 – 10/2022

Production Coordinator: Celebrity SAS: Who Dares Wins

Constructed Factual, Channel4, Series 5 | Minnow Films Ltd, London, 06/2022 – 10/2022

Production Coordinator: Special Forces: World's Toughest Test

Constructed Factual, FOX, Series 1 | Minnow Films Ltd, London, 05/2022 – 06/2022

Production Secretary: Bares für Rares

Factual Entertainment (studio-based), ZDF, Daily | Warner Bros. ITVP Germany GmbH, Cologne, 03/2020 – 08/2020

Production Secretary: Bares für Rares

Factual Entertainment (studio-based), ZDF, Primetime | Warner Bros. ITVP Germany GmbH, Cologne, 03/2020 – 08/2020

INTERNATIONAL FILMING/EVENT EXPERIENCE

- Setting up shoots/events: Germany, United Kingdom, Austria, The Netherlands, Belgium, Jordan, Vietnam, United States (Nevada, Arizona, Texas, California), China
- Location experience: Germany, United Kingdom, Austria, Jordan, Vietnam, United States (Texas)

ADDITIONAL INDUSTRY EXPERIENCE (SELECTION)**Localisation Producer**

Digital Media Services UK Ltd, London, 10/2021 – 04/2022

Coordinating localisation services for major film studios for promotional materials to support worldwide feature film releases for online usage in the DACH territory

Production Manager (former Production Assistant)

Cologne Film Festival, HMR International GmbH & Co.KG, Cologne, 08/2014 – 01/2017

Event/production management for the Cologne Film Festival 2014, 2015, 2016, International Film Awards NRW 2015, 2016, various workshop events and delegation trips for media professionals

Production Secretary

l'image media GmbH, Cologne, 08/2012 – 06/2014

Production management assistance for various ENG productions

EDUCATION**Production Management for Film and Television**

Postgraduate Certificate | National Film & Television School, London, 09/2023 – 03/2024

Film and Television Studies

Master of Letters | University of Glasgow, 09/2020 – 09/2021

Economics

Bachelor of Science | University of Cologne, 04/2015 – 02/2020

Minor: Business Administration; Specialisation: Media Economics

Management Assistant for Audiovisual Media

Apprenticeship EQR Level 4 | Chamber of Commerce and Industry, Cologne, 08/2012 – 06/2014

SELECTION OF ADDITIONAL QUALIFICATIONS AND TRAININGS**Production Manager (unscripted TV)**

CPD Course | ScreenSkills & DV Talent, hybrid, 03/2023 – 09/2023

Story for Script Development

CPD Course | John Yorke Story, online, 01/2022 – 03/2022

Sustainable Production

Training Course | Albert, London, 09/2023

Production Safety Passport

Training Course | Mark Milsome Foundation, London, 09/2023