

SARAH RECHT

PRODUCTION MANAGEMENT FOR (UN)SCRIPTED FILM AND TELEVISION

M (GER): +49 1520 4282551 | M (UK): +44 7510 453969 | production@sarahrecht.de | www.sarahrecht.de
Based in Cologne with option to relocate to the UK

Highly skilled production coordinator/manager with very good understanding of budgets, good knowledge of health & safety policies and work regulations in Germany and the UK. Experienced in international filming (EU, USA, Asia, Middle East) as well as in filming in difficult environments (jungles, deserts) with talent and children. Very 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, supervising and training production coordinators / secretaries / assistants / runners
- Creating and distributing production paperwork incl. call sheets, movement orders and risk assessments
- Coordinating (inter)national travel & 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)

CREDITS – SCRIPTED FEATURE FILMS

Production Coordinator: Strange River (W/T)

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

Production Coordinator & Line Producer's Assistant: Fabula

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

CREDITS – SCRIPTED SHORT FILMS

Production Manager: Tank Boy (W/T)

Short Film, Drama | Normal Life Pictures Ltd, London, 10/2024

Production Manager: Dead Weight

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 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

Producer's Assistant: Inflicted Kindness (W/T)

Short Film, Drama | National Film and Television School, London, 07/2024

CREDITS – UNSCRIPTED TELEVISION

Production Manager: Earlier (W/T)

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

Production Manager: KIN

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, Prime | Warner Bros. ITVP Germany GmbH, Cologne, 03/2020 – 08/2020

INTERNATIONAL FILMING/EVENT EXPERIENCE

- Setting up shoots/events: Germany (NRW, BW, BY), 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)

Translator: undisclosed
Documentary, Master Interview, German to English | KEO FILMS Ltd, London, 10/2024

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 (in house)
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