

GUY DARBY

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LOCATION AND PRODUCTION MANAGEMENT PROFESSIONAL

PROJECT MANAGEMENT SPECIALIST FOR THE BROADCAST AND MEDIA INDUSTRY

Location and production management professional with proven success prioritising multiple projects concurrently, effectively balancing schedules, resources, and budgets. Strong background in film, television, agency and in-house shoots, maintaining commitment to quality, efficiency, timeliness, and value. Excels within high-pressure environments, ensuring productivity while working long hours across various locations. Strategic team builder and driver, brand enhancer, and expert in logistical management for film and commercials. Maintains meticulous levels of attention to detail to ensure compliance with broadcast-related regulations while minimising exposure to risk.

CORE COMPETENCIES

Team Management • Resources Allocation • Budgeting Account Management • Problem Solving • Critical Thinking • Stakeholder Management • Project Planning • Organisation • Communication • Client Relations • Negotiation • Reporting • Scope Management • Event Planning • Cross-Functional Collaboration • Strategic Marketing • Merchandising Brand Management • Full Project Lifecycles • Value Management • Integrity

CAREER SUMMARY

GRUNDO LIMITED, LONDON

07/2021 - PRESENT

Freelance Location Manager

Collaborate with the production and accounting teams in the effective administration and implementation of departmental budgets of up to £2,000,000, whilst ensuring strategic allocation of resources and management of personnel across the location department.

- Certified in multiple industry-recognised programmes, including the Google Project Management Certificate, demonstrating a commitment to high professional standards.
- Collaborate closely with senior stakeholders to define the visual style of the production, whilst sourcing and securing private and public locations that align with both the creative vision and budget.
- Competently negotiate rates of pay for individuals and organisations, balancing cost-efficiency with project scope and production value.
- Lead the end-to-end management of multiple locations, from initial prep through to wrap and final reinstatement.
- Act as key liaison between internal teams and location owners, effectively managing expectations around overruns, late changes, cancellations, and damage control.
- Collaborate cross-departmentally to resolve last-minute change requests, whilst maintaining delivery against schedule, scope, and budget constraints.
- Track and forecast the location budget, reporting regularly to the finance department while identifying cost savings and managing overspend.
- Direct the allocation of location department personnel and resources across all sites, ensuring a consistent departmental presence and smooth operations is maintained.
- Oversee logistics and movement planning for all crew, vehicles, and equipment between unit base and filming locations.
- Manage and oversee the planning and application of all permits in relation to filming; this includes working with dangerous and restricted items.
- Produce and distribute all location-related documentation, ensuring teams are fully briefed and aligned.
- Regularly and extensively engage with London and the wider film offices, as well as with organisations such as The Port of London Authority, The London Fire Brigade, The MoD, as well as Metropolitan and local police in regards to our filming activity.
- Manage supplier relationships for equipment and kit hire, ensuring timely delivery and high standards throughout production.
- Coordinate on-site security to safeguard crew, equipment, and locations at all times.
- Maintained strong working relationships with a number of leading location libraries across London and the South East, delivering tailored solutions to client briefs.

PRODUCTION SWITCHBOARD DIARY SERVICE, LONDON**05/2017 – 07/2021****Freelance Location Manager / Production Manager**

Coordinate with the production teams in effective management and implementation of budgets up to £500,000, ensuring strategic assignment of resources and management of various shoot departments of varying size and scope.

- Prepared documentation and data packages for distribution at Pre-Production Meetings, encompassing all shoot specifics.
- Creation of all shoot, risk and insurance documentation.
- Experienced at running each shoot department to brief whilst aligning spend to the budget.
- Orchestrated shoots satisfying client briefs whilst delivering content both on brief and beyond expectations.
- Skilful at problem solving to overcome obstacles whilst sticking to the brief.

SKY CREATIVE, LONDON**06/2015 - 04/2017****Freelance Project Coordinator – Sky Creative and Sky Sports**

Spearheaded European integration of Sky Entertainment channels and Sky Sports rebrand – working closely with external brand agency in creation and launch of brand assets across UK and Europe.

- Generated plans and work schedules, monitoring performance of five teams to ensure adherence to the timeline and the £300,000 budget.
- Collaborated with internal departments in managing workflow, expense tracking, and performance of staff as well as freelancers.
- Sourced and managed freelancers to address operational needs.
- Orchestrated distribution of brand assets throughout all territories, and oversaw regional versioning.
- Maintained updated content in regards to assets on internal brand site as well as archives.

CALLBOX DIARY SERVICE, LONDON**05/2009 - 06/2015****Freelance Production Assistant**

Progressed from runner role to production support focused on in-house and on-set operations – serving major production companies.

- Worked alongside a number of different production teams delivering content as per the production brief.
- Supported efforts of Production Department as well as the Assistant Director (AD) in attainment of project objectives.
- Teamed with the AD department in the accomplishment of daily strategies of work to overcome potential problems.
- Served as Location Scout, researching venues and negotiating cost-effective rates for filming.
- Contributed to pre-production efforts, including set-up and organisation of shoots.
- Performed crew booking, rates negotiations, organisation of hotels / transport accommodations, calls sheets preparation, and management of petty cash.

WHIZZGO LTD, LONDON**03/2007 - 04/2009****Marketing Executive South East**

Headed marketing operations, including development and launch of promotional plans in collaboration with sales and area managers. Managed reporting, strategic planning, communications, and stakeholder relations.

- Planned and administered £115,000 marketing budget for South of England.
- Provided creative production of monthly newsletters, direct mailings, ads, and case studies.
- Raised brand performance via promotional offers and enhanced merchandising.
- Ensured effective delivery of marketing plan through coordination with customer service and sales groups.
- Negotiated special deals with suppliers, advertisers, designers, and printers as well as coordinated quality and timely deliverables.
- Boosted brand awareness through creation and launch of high-impact marketing campaigns (print, PR, radio, and CD flyer).
- Built and led talented Brighton and London Street team of 20+ through recruitment, training, resource allocation, and delivery.
- Planned and organised on-street leafleting and events as well as business awareness and mapping to raise brand recognition in surrounding communities.
- Researched and delivered highly successful local / national marketing events.

EDUCATION AND QUALIFICATIONS

GOOGLE INTRODUCTION TO AI, ONLINE ~ 10 HOURS

03/2025

Foundations in generative AI principles and best practices.

GOOGLE PROJECT MANAGEMENT, ONLINE ~ 60 hours

02/2025 - 03/2025

Foundations of Project Management

Agile Project Management

Project Initiation: Starting a Successful Project

Project Planning: Putting It All Together

Project Execution: Running the Project

Capstone: Applying Project Management in the Real World

SCREENSKILLS, ONLINE

04/2023 - 03/2024

Leadership & Management Essentials for High-End Television

Tackling harassment and bullying at work

Risk Management for Productions

UNIVERSITY OF CENTRAL ENGLAND, BIRMINGHAM

09/2000 - 07/2003

2:1 BA (Hons) in Marketing // Market Research Consultancy Project for The Bullring, Birmingham