



PRODUCTION COORDINATOR

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Profile

Comprehensive background across multiple genres including obs doc, comedy and, currently, PR & advertising. Experience on large scale productions, as well as managing production across multiple projects simultaneously.

Experience

Media Zoo Ltd - Dec 2022 to Aug 2023

- **Production Coordinator** - leading resourcing for large scale projects renowned companies, including Chanel, INEOS and Zurich; obtaining carnets and liaising with UK Border Force; regularly compiling and distributing call sheets and risk assessments for various projects; sourcing stock footage for post-production; booking couriers, travel, visas and accommodation for national and international shoots; raising POs and tracking budgets/spending for individual projects; managing projects and staff availability using Paprika to ensure efficient workflow across multiple departments; producing projects with high-end clients when producer availability is limited.

Phil McIntyre TV - BBC New Comedy Awards 2022 - Aug 2022 to Nov 2022

- **Junior Production Coordinator** - organising parking suspension permits for OB and tender trucks; overseeing the organisation logistics of multiple regional locations including NI; management of accommodation and travel for 40+ crew; sourcing and organising catering; booking kit; finance reconciliations; sourcing props; adhering to ALBERT sustainable practices; compiling call sheets, travel movements & post-production scripts; recruiting and overseeing teams of regional runners; main point of contact for production and logistical-related queries including building up knowledge of local area; utilising frame.io.

Twenty Twenty - Save Our Squad - Feb 2022 to July 2022

- **Production Coordinator** - Liaised with multiple local councils to obtain child licences; admin including call sheets, courier logistics, organising meeting spaces and data input into task-tracking software for streamlining of production/editorial workflow; post production tasks including rushes workflow, completing information documents for post-production team & overseeing deliverables to broadcaster; sourced crew, kit, props, catering and travel for shoot days; cost management, including processing invoices, crew spend, reconciliations, location costs tracking and petty cash; script timecoding and episode transcribing; organised Covid tests; curated multiple data tables; managing courier logistics; overseeing new starters, including setting up IT accounts, software access and handover documents; assigning tasks and managing workload of new starters.

Ricochet – The Bidding Room S4 - October 2021 to January 2022

- **Production Secretary** – completed post-production paperwork on Silvermouse, including billings, copyrights, and music cues; regular engagement with post-production facilities; credit card reconciliations; call sheets.

Ricochet –The Repair Shop S6 & S7 – March to July 2021 and August to October 2021

- **Production Secretary (S7)** – oversaw logistics of couriers, cast and contributor overnights and travel; clarified Covid-19 protocol to contributors; JustProduce & Excel to manage petty cash, reconciliations, expenses, and multiple log sheets; strictly complied with sustainable production guidelines and input into Albert calculator.
- **Junior Researcher (S6/7)** - distributed and logged casting documents, including Covid-19 release forms and health declarations; maintained production inbox and flagging relevant items to producers; meticulous background checks; regular use of collaborative software and shared networks; managed contributor schedule for location, travel, accommodation, and queries; explored and categorised submissions for potential broadcast.