

CARA McVEAN CV

PRODUCTION COORDINATOR

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I have been working as a freelance production coordinator and assistant coordinator since 2009, taking a break in 2012 to work as a TV agent looking after below the line talent at Casarotto Marsh. I relocated to the North West in 2015 from London and have continued to work in TV production in Manchester. I am passionate about scripted drama and creating incredible content.

CREDITS:

'Mount Pleasant 6' (Tiger Aspect/Sky) [10 x 60mins] Production Coordinator Jan 2016 – Aug 2016

Producer: Serena Cullen

Line Producer: Mark Devlin

Production Manager: Rachel Jones

'Scott & Bailey 5' (Red Productions/ITV) [3 x 60 mins] Production Secretary Sept 2015 – Dec 2015

Producer: Michaela Eccleston

Line Producer: Angela Taylor

Production Coordinator: Rachel Jones

Casarotto Marsh TV Agent Jan 2012 - July 2014

TV Agents: Kate Bloxham and Emma Trounson

This position involved representing approx. 80 clients across a variety of disciplines including DOPs and Production Designers, negotiating deals and tracking upcoming projects. My responsibilities included managing two team assistants, recruitment for new assistants/interns and regular client hospitality.

'Parade's End' (Mammoth Screen/BBC) [4 x 60 mins] Asst. Co-ordinator July 2011-Dec 2011

Line Producer: Jennifer Wynne

Production Coordinator: Carrie Banner

'Hidden' (Origin Pictures/ITV) [3 x 60 mins] Production Coordinator Jan 2011- June 2011

Producer: Christopher Hall

Line Producer: Gina Marsh

'Point of Rescue' (Hat Trick/ITV) [3 x 60 mins] Asst. Co-ordinator Sept 2010 - Nov 2010

Producer: Christopher Hall

Line Producer: Gina Marsh

Production Coordinator: Polly Hope

'Misfits II' (Clerkenwell Films/E4) [6 x 60 mins] Production Secretary May 2010 - Sept 2010

Producer: Kate Crowe

Line Producer: Adam Browne

Production Coordinator: Nathalie Tanner

'Bel Ami' (Redwave Films) Production Assistant Nov 2009- May 2010

Line Producer: Jen Wynne

Production Coordinator: Valentina Coccia

Assistant Production Coordinator: Alice Syed

'St Trinian's II' (Ealing Studios) <i>Production Manager: Jen Wynne</i> <i>Production Coordinator: Valentina Coccia</i> <i>Assistant Production Coordinator: Donna Pearman</i>	Production Assistant	May 2009- Sept 2009
'BBC Multiplatform Productions'	FT2 Trainee	March 2009 - May 2009
'PACT Digital Britain Review'	FT2 Trainee	Jan 2009 - March 2009
'Royal Institution Christmas Lectures' (Windfall Films)	FT2 Trainee	Oct 2008 – Dec 2008
'Helicopter Missions/Monster Moves' (Windfall Films)	FT2 Trainee	Sept 2008 – Oct 2008
Muckle Hen Productions (Edinburgh)	Office Assistant	Nov 2005 – April 2008

SKILLS & EXPERIENCE:

- Experienced knowledge of all pre-production and production processes – including distribution, script amendments, music and art department clearances, progress reports, health and safety processes, insurance paperwork and contracts.
- Proficient at liaising with artists, crew and suppliers regarding schedules & bookings during pre-production, and production.
- Fully PC Literate.
- Competent at working on productions with large amounts of travel and accommodation bookings.
- Competent at negotiating deals with crew and suppliers.
- Experience working with the Diamond Diversity monitoring scheme and the BBC's sustainability programme, Albert.

EDUCATION:

The University of Exeter	2002- 2005	BA Film Studies 2:1
Charters School, Sunningdale	1995 – 2002	3 A Levels A, A, C 4 AS Levels A, A, A, C 9 GCSEs 1 A*, 7 As, 1 B

INTERESTS & ACTIVITIES:

Running – races include the Chester Half Marathon and the Great North Run

Travel – recent destinations include Bosnia, Iceland and the outer Hebrides

REFERENCES:

Rachel Jones	Freelance Production Manager	07782 350 130	rljones100@gmail.com
Angela Taylor	Freelance Line Producer	07810 002 365	ange.taylor@me.com
Emma Trounson	TV Agent at Casarotto Marsh	020 7287 4450	emma@casarotto.co.uk
Kate Bloxham	TV Agent at Casarotto Marsh	020 7287 4450	kate@casarotto.co.uk