

Hannah Grecis
Production/Locations Coordinator

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Based in Leeds, willing to travel with full, clean Driving licence

First Class honours graduate with an interest in production, experienced in assisting on location as well as in the production office, and industry events and project management.

PRODUCTION EXPERIENCE

TwentySix03 - Production Secretary - May 2022 - September 2022

Supporting the production and editorial teams for BBC Daytime commission *Emergency Vets* (w/t) whilst training in Production Management. Creating and sending daily Call Sheets, assisting the Series Producer with Story Notes and Release Form Trackers, using Conote Pocketbook to track contributor, location and material releases, proofreading Trint transcriptions, managing albert certification and Silvermouse post production paperwork, coordinating on location and liaising with suppliers.

Producers Alliance for Cinema & Television (Pact) - Nations & Regions Development & Events Coordinator - June 2019 - April 2022

Supporting independent Film & Television production companies across the UK, within trade association Pact. Liaising with production companies of various size and genre based across the Nations & Regions to support their needs and assist in business development opportunities. Managing large scale international events, both virtually and in person, including connecting with broadcasters in various territories. Managing projects including the UK Indies online platform, *Content without Borders* event and Out of London development opportunities including the Northern Film & Media/Pact Fast Track Producers scheme.

Various including *Shop Smart, Save Money* for Channel 5, *Say Yes to the Dress Lancashire* for TLC, *Devon & Cornwall* for More4, *The Pets Factor* for CBBC – True North Productions – Production & Office Management Assistant– October 2017 – June 2019

Managing all aspects of a large scale production office, whilst also regularly assisting production teams. Completing production paperwork, location running, timecoding and transcribing post-production scripts and liaising with all departments to assist with the smooth day to day running of the company, including organising large scale events.

***The Virtues* – Warp Films for Channel 4 – Location Assistant – September 2017**

Assisting on a variety of locations for a high end drama series; ensuring health and safety considerations were being adhered to, liaising with location owners and management, working with on screen talent, tidying locations and ensuring traffic and any other issues were dealt with efficiently.

***Peaky Blinders 4 - Tiger Aspect* – Runner (Dailies) - June 2017**

Providing general assistance to the production team; working closely with the crowd AD to greet supporting actors and take them between departments, sticking to a schedule and making phone calls.

***Flog it!* – BBC - Runner (Dailies) – April 2017**

Assisting the roaming camera team, stewarding and ensuring schedules were adhered to on a fast-paced, long running TV show.

***Dickinson's Real Deal* - RDF Television for ITV – Runner (Dailies) - September 2016**

Street casting, running and stewarding on a dynamic, fast-paced TV show

***Irene's Ghost* - Forward Slash Productions – Runner (Dailies) – November 2015**

Assisting key crew members, looking after contributors and assisting location staff on a very personal based documentary shoot.

***Big Buddha Films* – Production Intern & Researcher – July 2017 – October 2017**

Assisting with the running of a small, award winning production company, primarily within the production office. **Researcher** credit for ***Absent From Our Own Wedding*** for **Little Dot Studios**; researching logistics of US based shooting, footage management and transcribing/timecoding scripts.

***Meerkat Films* – Production Intern – 2013**

Assisting in the day to day running of a small, award winning production company, largely in the production office but also out on location within both drama and documentary environments.

OTHER EXPERIENCE

***Curzon Cinemas* – General Assistant – 2015 - 2018**

Working in a small team at a BAFTA winning company, providing a high level of customer service, promoting new film releases and memberships, selling tickets, food and drink and assisting with maintenance of the venue.

***Sheffield Doc/Fest* – Venue Coordinator – June 2017**

Being the first point of contact for a venue at a large scale festival, coordinating volunteers and working closely with location staff to ensure capacities were stuck to and sessions ran efficiently.

***The Children's Media Conference* – Sessions Runner – 2014 - 2016**

Assisting staff in ensuring the smooth running of delegate workshop events at a long running annual media conference.

***Sheffield Doc/Fest* – Festival Assistant - 2015**

Assisted the Marketplace and Interactive teams for three months, in all aspects of delivering first-class support to a world leading documentary festival.

Encounters Short Film and Animation Festival – Guest Liaison Assistant – 2013

Being the first point of contact between industry guests and the festival team at the UK's largest short film festival.

ADDITIONAL PROJECTS & COURSES

Screen Yorkshire - Bootcamp Attendee - 2017

Taking part in an intensive training scheme with a strong competition for places.

BAFTA - Guru Live Delegate - 2017

Accepting a delegate place to attend a weekend of extensive training and one to one career development sessions held at BAFTA HQ, London.

EDUCATION

Sheffield Hallam University - BA (Hons.) Film and Media Production - First Class Honours -2013-16

Shortlisted for a Royal Television Society Award in the Factual Category.

New College Durham - BTEC L3 Extended Diploma in Creative Media Production (TV and Film)

Distinction*, Distinction, Distinction - **2011-13**

REFERENCES AVAILABLE UPON REQUEST