

LISA UPTON
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PERSONAL STATEMENT

A highly motivated and conscientious production co-ordinator with over 15 years experience across a wide range of programme genres including features, documentaries, drama, cookery, natural history and co-productions. An excellent team player possessing the necessary production and administrative knowledge, skills and aptitude to be an asset on any production team.

EMPLOYMENT HISTORY

FREELANCE FOREIGN FIXER, SRI LANKA: (2014-2016)

Successfully providing a television production fixing service in Sri Lanka, the role involved:

- Working with the Sri Lankan authorities to obtain the relevant film permits and visas
- Sourcing and booking hotels, transport, additional crew and filming equipment, importing when necessary
- Accurate budgeting and production scheduling
- Successfully researching and developing content ideas, sourcing contributors and locations
- Providing assistance and advice to the film crews on location during filming
- Ensuring all parties were correctly contracted and effective, timely processing of invoices and payment to suppliers

Clients included Endemol/BBC and The Economist.

BBC-BRISTOL: PRODUCTION CO-ORDINATOR (2003 - 2014)

Working across a wide range of programme genres including: drama, natural history, arts, documentaries, cookery, daytime and antiques formats. This role required the following production co-ordination and administrative skills:

- A high level of IT proficiency across a range of software packages and the ability to quickly learn new systems: MS Office: Word, Outlook, Excel, Access; SAP; bespoke software for programme delivery, copyright clearance and compliance
- Successful and accurate forecasting and management of achievable budgets using a variety of software packages
- Excellent administrative and organisational skills with attention to accuracy and the ability to manage conflicting priorities
- Ability to establish and maintain successful working relationships with colleagues at all levels, 3rd party crew and suppliers and on-screen talent
- Efficient management of logistics: booking hotels and transport and hiring equipment, both in the UK and abroad
- Effective project scheduling, ensuring that programmes are delivered on budget to deadline
- Effective co-ordination and scheduling of production from pre-production through post-production to delivery
- Accurate reporting for Post-Production and Music compliance using BBC reporting software systems
- Thorough knowledge of production equipment and post production systems
- Accurate and clear reporting to various management teams including senior managers
- Effective scheduling and organizing team meetings and managers' diaries; writing agendas, clear and accurate minute taking
- Clear, accurate and concise written and verbal communication
- Successful contracting, tendering, invoice processing and resolution of invoice queries to ensure prompt payment
- Effective day to day line management of junior members of staff
- Resilience and good-humour whilst under pressure and during long working hours
- Effective and successful negotiation with external suppliers and service providers
- Adaptability and aptitude to work with new teams, new technologies and working methods

UNIVERSITY of the WEST of ENGLAND: FILM UNIT ASSISTANT (2000-2001)

- Competently advising the unit on suitable filming equipment; scheduling filming and assisting on location
- Accurate proof-reading and indexing of educational books and websites

GRANADA / UNITED: PRODUCTION CO-ORDINATOR (1997 - 2000)

- Effective co-ordination of filming logistics: booking transport and accommodation, crews and equipment
- Accurate reporting to finance manager for effective budgeting
- Effective researching archive material and obtaining copyright clearances

PARTRIDGE FILMS: RUNNER and PRODUCTION SECRETARY (1996 - 1997)

- Efficient and accurate secretarial and administrative support to the production managers and programme producers
- 'Runner' providing a safe and efficient driving service between offices and 3rd party suppliers requiring the ability to prioritise and remain calm under tight deadlines and pressure

GREEN UMBRELLA (1996)

- Production Secretary (during University studies) providing general office and administrative support to production.

KEY SKILLS

Organisational

- Experienced and effective production scheduler ensuring productions deliver on time and on budget
- Skilled in co-ordinating simultaneous tasks and effectively prioritising conflicting workloads
- Effective in managing logistics: booking accommodation, kit and transport
- Able to produce clear, accurate and achievable production budgets and schedules
- Resilient and calm under pressure with the initiative to pre-empt future production needs
- Pro-active and able to create working methods and templates to meet specific production demands
- Excellent attention to detail
- Effective diary management; organizing meetings, preparing agendas and accurate minute taking

Communication and Team Work

- Excellent interpersonal skills with the ability to build and maintain effective working relationships
- Constructive and adaptable team member, able to work both independently and collaboratively within a team
- Excellent management skills both in the office and on location
- Able to interpret instructions and information accurately
- Excellent negotiation skills
- Accurate and precise spoken and written English language
- Tactful and discreet
- Enthusiastic, motivated and personable team player with a good sense of humour
- Experienced with managing junior staff, with responsibility for day to day supervision, providing clear and achievable goals and deadlines, providing support and advice as necessary.

Production

- Knowledgeable and experienced production co-ordinator
- Skilled in using a wide variety of computer software applications with the ability to quickly learn new systems
- Over 15 years production experience working across a range of genres: drama, documentaries, OB and natural history, daytime and events
- Experienced 'floor manager' on location including large OB crews of 100 staff and talent
- Experienced in accurately preparing, forecasting, monitoring and managing programme budgets using a variety of budgeting software packages to ensure on budget delivery
- Experienced in setting up complex film shoots and events including foreign locations, studio, underwater and OB
- Knowledgeable and experienced new technology including specialist tapeless cameras, underwater filming and graphics
- Competent researcher and experienced in archive and stills research, copyright clearances and development research
- Thorough knowledge of HD tape and tapeless production and post-production workflows
- BBC trained in Risk Assessment, Health and Safety and HSE 1st Aid
- Effective in procurement, contracting, tendering and resolving invoice diary queues to ensure prompt payment to suppliers

QUALIFICATIONS

BA Hons 2.1: Media - Film and Spanish from Sheffield Hallam University

'A' Levels: Photography - A; English - C; Economics - C. Sociology - C

City and Guilds: Film and Video Production

'O' Levels: 8 Subjects Grade A-C

VOLUNTARY WORK

GLASTONBURY FESTIVAL, WEST HOLTS STAGE: ARTIST HOSPITALITY

- Efficiently scheduling dressing room allocations to artists performing over the 3 day period
- Successfully liaising between tour managers and stage management to ensure performances run to time.
- Successfully keeping hospitality area and dressing rooms supplied, clean and accessible to all artists
- Ensuring artists are looked after backstage and handling any queries

REFERENCES AVAILABLE ON REQUEST

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BBC: PRODUCTION CO-ORDINATOR CREDITS

Glorious Gardens From Above: 15 x 45" for BBC1

Presenter led horticultural programme with extensive aerial filming using drones and hot-air balloons.

The One Show: Natural History Film Inserts: 35 x 5' for BBC1

On-going natural history inserts for a prime-time evening magazine format strand.

Rachel Khoo Cosmopolitan Cook: 10 x 60' for BBC Worldwide

Contemporary cookery programme filmed in UK studio and on location across Europe.

Deadly 60-Pole to Pole: 30 x 30' for CBBC / BBC Worldwide

Long running presenter led natural history children's strand filming 'deadly' animals across the globe.

Ocean Giants: 4 x 60' for BBC / BBC Worldwide and WNET (EMMY nominated finalist)

Underwater presenter led natural history documentary about whales and dolphins around the world.

Inside the Perfect Predator: 1 x 60' for BBC/BBC Worldwide and Animal Planet (RTS Awards Finalist)

Natural history programme with a high content of specially commissioned graphics content.

Comic Relief Appeals 2009: BBC1 / COMIC RELIEF CHARITY

1 x 60' celebrity led documentary and 24 x 5' inserts to the live charity fundraising broadcast, filmed in Africa .

Antiques Roadshow: BBC1 and BBC HD / BBC Worldwide

Long running 60' primetime antiques series filmed on location with BBC OB at organized outdoor events.

Bargain Hunt: BBC1

Long running 1 x 60' daytime presenter led antiques format filmed on location and 'as-live' at auctions.

Painting the People: BBC4/BB2

1x 60' presenter led Arts documentary featuring the National Portrait Gallery.

Profiles: J.M.Coetzee / Yehudi Gordon: BBC4

Biographical 60" documentary strand about contemporary authors.

Casualty: BBC 1

3rd Assistant Director on long-running primetime medical drama series.

Assistant to floor manager and directors on set and location, responsible for co-ordinating all acting talent.