

HARRIET PATTON

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- Seven years' experience working in television production for the BBC, ITV and Sky channels.
- Highly experienced in organisational abilities, time management and multitasking.
- Strong interpersonal and communication skills, in both written and verbal expressions.
- Work well under pressure with a calm and positive manner.
- Proficient in Microsoft Office, as well as general computer skills for both Mac and PC.

PROFESSIONAL EXPERIENCE

BBC Earth

Sept 2017 -
current

PRODUCTION COORDINATOR/OFFICE MANAGER

Production Manager: Lesley Quinn/Head of Production: Laura Aviles

- Currently coordinating various productions for BBC Earth, whilst managing the daily administration of the office and supporting the Senior Management team.
- Coordinated a three-day shoot in Iceland for 'Tauck' production, which included arranging carnet, booking equipment, and coordinating schedule, travel and accommodation for crew and talent.
- Set up various interview shoots for a commercial production – booking talent, confirming studio and crew, and arranging logistics for equipment and talent travel.

THE HIGH WINDOW, Fudge Park Productions

Aug – Sept 2017

ASSISTANT PRODUCTION COORDINATOR

Line Producer: Wendy Griffin

- Supported the Coordinator and Production Manager in setting up the filming of a high-profile feature film in Bristol.
- Organised accommodation and travel for 50+ crew and cast over a one month period, whilst in prep and on location across the UK.

TRIBES, PREDATORS & ME, BBC Natural History Unit/BBC One

Jun – Jul 2017
(3 weeks cover)

PRODUCTION COORDINATOR

Production Manager: Lynne Youle

- Covered the Coordinator role over three-weeks whilst the programme was going through post-production.
- Liaised with the post production house on a daily basis and supported the Producer, AP and Production Manager going through the edit.

MEET THE HUMANS, BBC Earth/BBC Worldwide

Feb – Apr 2017

PRODUCTION COORDINATOR

Line Producer: Abigail Watts/Head of Production: Laura Aviles

- Coordinated pick-up shoots whilst in post-production and distributing call sheets.
- Liaising with Producers and Directors to set up a number of filming days on location in Somerset, with a small crew and Michael Mosely.
- Supported the Production Manager in post-production, liaising with the post-production house and the Editor to schedule dates and bookings when requested.

JAPAN'S NORTHERN WILDERNESS, BBC Earth/BBC World News PRODUCTION COORDINATOR Production Manager: Lesley Quinn/Head of Production: Laura Aviles - Coordinated a two week shoot in Japan; liaising with Production Manager, PD and Fixer to organise carnet, schedule, accommodation, and travel, both in UK and abroad, for talent and crew. - Reconciled floats and expenses for crew on return. - Distributed paperwork, travel movement orders and call sheet.	Oct – Dec 2016
JPD, Happy Tramp Ltd/BBC IPlayer PRODUCTION COORDINATOR Producer: Ali Marlow/Line Producer: Karen Morton	Aug – Sept 2016
MORGANA ROBINSON'S THE AGENCY, Happy Tramp Ltd/BBC Two PRODUCTION COORDINATOR Producer: Jack Bayles/Line Producer: Karen Morton - Coordinated BBC One comedy, from prep through to shoot and into post production. - Arranged rehearsals for cast and Producers, set up production meeting, cast costume fittings and recce logistics. - Supported Head of Production in confirming crew and cast, facilities and transport. - Distributed paperwork to all crew and cast: scripts, schedule and daily call sheets, as well as issuing amendments through Final Draft when requested. - Arranged child licenses. - Involved in clearances for script and music.	Mar – Oct 2016
SKY PLAYHOUSE PRESENTS: KNOCKIN' ON DAVE'S DOOR, Happy Tramp Ltd/Sky Arts PRODUCTION COORDINATOR	Nov – Dec 2015
AND THEN THERE WERE NONE (2 x 60'), Mammoth Screen/BBC One ASSISTANT PRODUCTION COORDINATOR	May – Aug 2015
THE MORGANA PROJECT, Happy Tramp Ltd/BBC One - PRODUCTION COORDINATOR	Mar – May 2015
ELEPHANT, Happy Tramp Ltd/BBC I Player - PRODUCTION COORDINATOR	Jan 2015
SUNTRAP, Happy Tramp Ltd/BBC One - POST PRODUCTION COORDINATOR	Jan – Apr 2015
PARTNERS IN CRIME, Endor Productions/BBC One - ASSISTANT PRODUCTION COORDINATOR	Jul – Jan 2015
NEW TRICKS – SERIES 11, Wall to Wall Ltd/BBC One - PRODUCTION SECRETARY	Oct – Jun 2014
WOODY – PILOT, Happy Tramp Ltd/BBC - PRODUCTION SECRETARY	Sept – Oct 2013
DOWNTON ABBEY SERIES 4, Carnival Productions/NBC Universal/ITV - PRODUCTION ASSISTANT	Jan – Aug 2013
THIS IS JINSY SERIES 2, Tiger Aspect Productions - PRODUCTION RUNNER	Oct – Dec 2012
DOWNTON ABBEY SERIES 3, Carnival Productions/NBC Universal/ITV - PRODUCTION RUNNER	Feb – Aug 2012
SILENT WITNESS XV, BBC One - PRODUCTION RUNNER	May – Jun 2012

EDUCATION

2008 – 2011

BA Anthropology and African Studies – 2:1
University of Birmingham