

SOPHIE HALTON

PRODUCTION COORDINATOR

North London Based
UK/French Dual Citizenship
07598 704 944
sophiehalton1@gmail.com

PROFILE/SKILLS

A highly adaptable, dependable and friendly Coordinator known for meticulous attention to detail. Recent credits include The Suspect, Malory Towers II & III, Not Going Out XI and Silent Witness XXIII. Experienced in child licensing, clearances, booking crew and creating accurate progress reports. PART accredited (City & Guilds child regulations training). **National Film & Television School Production Management graduate achieving the top grade and part of the BAFTA 2018 winning team POLES APART.**

- Full clean UK driving licence | • 1st Option- Managing COVID-19 Risks on Production | • Make a Move Screenskills 2019 | • Progress Reports | • Mental Health First Aider | • Production Risk Assessment Training-1st Option Production Safety Passport | • Albert Carbon Literacy Training | • Final Draft | • Crew/cast contracts | • Clearances | • Child licences | • Travel & Accommodation coordination | • Post Production Paperwork-Silvermouse | • Fluent French | • Setkeeper | • BAFTA Crew 2018 | • Excellent Microsoft Office skills

PRODUCTION EXPERIENCE

Aug – Dec 2021	THE SUSPECT ITV Drama	Production Coordinator, World Productions
Feb – Aug 2021	MALORY TOWERS SERIES 2 & 3 BBC Children's Drama	Production Coordinator, Queen Bert Ltd
June – Dec 2020	NOT GOING OUT 11 BBC Sitcom	Production Coordinator, Avalon Television Ltd
Feb – Nov 2019	SILENT WITNESS 23 BBC Drama	Production Coordinator, BBC GHP Productions
Dec – Feb 2019	YEAR OF THE RABBIT C4 Victorian police Comedy	Production Secretary, Objective Fiction
Oct – Nov 2018	INSIDE NO. 9 LIVE BBC Live Scripted Comedy	Production Secretary, BBC Studios
July – Aug 2018	SPEECHLESS SERIES 3 ABC US Sitcom	Assistant Production Coordinator, 20th Century Fox UK
Apr - June 2018	TRACEY BREAKS THE NEWS SERIES 2 BBC Comedy Sketch Show	Production Secretary, BBC Studios
Sep - Nov 2017	TRACEY BREAKS THE NEWS BBC Comedy Sketch Show	Production Secretary, BBC Studios
July – Aug 2017	HOLBY CITY BBC Continuing Drama	Production Runner, BBC Studios
Jan – June 2017	THE TUNNEL: VENGEANCE Sky Atlantic TV Crime Drama	Production Runner, Kudos Film & TV
Nov 2016	CHOPS C4 Random Acts Comedy Short	Production Coordinator, Bridge Way Films
Oct 2016	THE JONATHAN ROSS SHOW ITV Chat Show	Studio Runner, Hotsauce TV (Dailies)
Sept 2016	WHERE HANDS TOUCH Feature Film	Production Runner, Tantrum Films (work experience)
June 2016	THE HALCYON ITV Drama Series	Work experience, Left Bank Pictures
March 2016	HEAVY WEIGHT Short Film	Production Manager, Clarendon Work Films

PROFESSIONAL EXPERIENCE

Aug 2014– Aug 2015

PA to Directors, Optomen Television

June 2011– June 2014

EA to CEO + Junior Acquisitions Executive/Head of Events, Passion Distribution

EDUCATION

National Film & Television School, UK (2015/2016)

Diploma in Production Management for Film and Television **Grade- Excellent**



cinéfondation
LA SÉLECTION

***Wild Horses* nominated for Cinéfondation Cannes 2017 (Production Manager)**



***Wild Horses* – WINNER – Best Postgraduate Drama 2018 (RTS Student Awards)**



BAFTA *Poles Apart* -WINNER- Best British Short Animation BAFTAS 2018 (Production Coordinator)

- During my time at the NFTS, I worked across a variety of short films, documentaries, TV shows and animations, often handling multiple projects at a time as well as fast turnaround pick up days.
- Created and solely managed budgets of up to £12,000, cost reporting to the producer and always ensuring we came in on target.
- Charged with everything from finding and negotiating deals with numerous locations, catering, action vehicles, equipment and crew, to organising all of the logistics as well as creating the paperwork and Risk Assessments and managing the Health & Safety on a shoot.
- Obtaining location permits and child licences.
- Worked with crews of up to 30 people - responsible for finding them from outside of the school. Managing and delegating to production team.

The University of Birmingham

BA (Joint Hons) French and German with Integrated Year Abroad (Second Class Honours)