

Tarryne Wills (nee Rolle)

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South West based Production Coordinator. I am extremely organised, highly motivated and passionate about all processes of production.

- April 2021 – Dec 2022 **Production Coordinator, ‘Predators’ (6 x 60), True to Nature, Bristol, Sky & SVOD, TX: TBC, Landmark Natural History**
- In a production team of 35, managing smaller teams across 2 eps, delegating tasks to meet deadlines.
 - Updating shoot schedules.
 - Contracting crew, fixers and drivers.
 - Finances; managing budgets and actuals on manual Excel CMs.
 - Postproduction paperwork for Sky & SVOD.
- Oct 2019 – April 2021 **Production Coordinator, *Growing up Animal* (6 x 60), Wall to Wall Media Ltd., Bristol, National Geographic & SVOD, TX: August 2021, Blue Chip Natural History**
- Setting up multiple international shoots in Africa & Canada.
 - Vetting process for location facilitators/fixers.
 - Finances; Just Produce/Microsoft NAVision live CM.
 - NatGeo deliverables & postproduction processes (Aspera & Media Silo etc.)
- March – Oct 2019 **Production Coordinator, *Tiny World* (12 x 30), Plimsoll Productions, Apple TV+ TX: October 2020, Landmark Natural History.**
- Large scale production team of 100, 1 of 15 coordinators
 - Setting up 2 foreign shoots a month; visas, permits, logistics, processing kit carnets & duplicate lists.
 - Organising 2-3 UK & studio-based shoots a week.
 - Finances; PMI, reconciling travel-cards & floats in multiple currencies.
 - Ordering props, consumables & kit rental.

Nov 2018 – Feb 2019 **Production Secretary, *Hugh & Anita's War on Plastics* (3 x 60)**
Keo Films Ltd., Bristol, BBC One, UK TX: June 2019,
Campaign/Investigation documentary.

- Setting up on average 2-4 UK shoots a week including contracting freelancers/crew/runners for dailies.
- Organising 2 x presenter travel and accommodation using Egencia.
- Logging rushes for ingest, reporting incoming media.
- Finances; using a manual cost manager on Excel, Focal Point PO raising system, reconciling bi-weekly transaction reports including the whole team's production credit card transactions onto the CM.

May 2018 – Nov 2018 **Production Secretary, *The Twinstitute* (6 x 30), Wall to Wall Media Ltd,**
BBC Two, UK TX: January 2019, Health/Science
Specialist Factual.

- Obtaining location clearances and permits to film.
- Organising travel for presenters, contributors and experts.
- Compiling call sheets and distributing them, along with risk assessments to crew and contributors.
- Co-ordinating floor runners in a studio-based location.
- Music clearances using BBC Jukebox, PRS & PPL licensing & BBC Fast Clear.
- Postproduction paperwork; Silvermouse, Soundmouse, purchasing archive.
- Finances; processing invoices, reconciling production Credit cards and petty cash.

Education:

2013 - 2016 Sussex University, First Class Honours in BA Media
Practice (71%)

GDPR Statement: I am happy for my CV to be circulated and to be kept on file for employment purposes.