

# Avneet Kaur – Production Coordinator/ Production Manager

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## Profile

I am a skilled professional with extensive experience managing teams, budgets, and logistics, ensuring projects stay on schedule and aligned with the creative vision, supported by strong negotiating skills with crew and suppliers. My experience includes working with teams across the UK, Europe, North America, and Australia, overseeing travel and on-location operations. I have thorough knowledge and experience of monitoring and reviewing production safety to broadcast standards. In addition to my professional expertise, I am committed to fostering diversity, mental health awareness, and sustainability on sets.

Conducted 'Step Up to PM training' courses with Screenskills & Netflix

Achieved Make a Move Training for PM & PC

Trained in Movie Magic Scheduling & Budgeting

Excellent knowledge of Airtable, Microsoft Software, Google platforms (Sheets, Docs, Drive), Production software e.g. On Set Updates, Synchronize, Set Keeper, Albert & PO Systems e.g. DPO, DPF, Moneypenny

Part of BAFTA Connect, Production Guild  
One of 7 Warner Bros 'Seven Up' participants  
Fluent in Punjabi, understand Hindi  
Learning Sign Language in 2026

## Selected Experience – Manager

### Awards & Networking Manager

Edinburgh TV Festival & Awards 2025 (The TV Charity)

Operations Director: Bianca Newby

April 2025 – August 2025

Awards: I oversaw 300 submissions and entries for the Edinburgh TV Awards, including QC, shortlisting and judging. We used the BAFTA Award submission software for submissions and judging.

Networking: Organised Round Tables and Networking Sessions across 2 days for creatives in unscripted and scripted to meet development teams, commissioners and producers. Airtable was utilised across both parts of my role.

### Junior Production Manager

STV/ Netflix

The Witness (Band 3)

Producer: Alison Sterling

May 2024 – November 2024

Line Producer: Katie Player

Junior Production Manager for a 3x 1 Hour Episode Series for STV/ Netflix. This included overseeing different department budgets, crew overtime and timesheets approvals, dailies hirings, plant hire, insurance set up and claim, and catering and facilities logistics, as well as booking the key suppliers. I supported the production move to Barcelona for a month, too liaising with the local Production Team and ensuring travel logistics and equipment could be taken over correctly (carnets etc). I conducted the Make a Move Scheme with Screenskills for the Production, to enable me to step up into this position.

## Selected Experience – Coordinator

### Production Coordinator

Knowbe4/ Twist & Shout

Chameleon (Band 2)

Production Manager: Martyn Jolly

March – April 2026

A commercial project filming in Birmingham, in the style of drama series. A series of short videos about AI and cyber security, for a corporate client. My main responsibilities as a Production Coordinator including setting up the office, travel and accommodation for cast and crew, and production paperwork.

### UK Coordinator

Sid Gentle / BBC Studios

Honey (Band 3)

Head of Production: Pat Lees

September 2025 – March 2026

Line Producer: Gina Marsh & Emily Shapland

UK Coordinator on a 6 Episode Drama, shooting entirely in Lithuania. My main responsibilities were overseeing travel, visas, sustainability and daily production paperwork (cast & crew contracts, DPR's). I've also spent time with the Production Company setting up Airtable templates for future shows.

### Production Coordinator

42/ Amazon

Picture This (Film)

Co-Producer: John Palfery-Smith

July 2023 – December 2023

Production Manager: Roger Evans

Production Coordinator for Amazon Feature Film, along with overseeing all plant hires, insurance requests with drones, child licenses, booking crew across all departments, and Producer and Director visa requests, and organising catering.

### Production Coordinator

Carnival / MGM+

Belgravia – The Next Chapter  
(Band 2)

Line Producer: Emma Mallett

December 2022 – July 2023

Production Manager: Samuel Harman

Production Coordinator for 8x1 Hour Episodes for MGM+, Victoria-Era Period Drama with a large cast filming all over UK. I oversaw Plant hire, office, and furniture budgets and all deliverables.

### Production Coordinator

Netflix

The Diplomat (Band 3/4)

Co Producer: Dan Toland

December 2021 – December 2022

Production Manager: Katie Player

Production Coordinator for an 8x1 Hour Series for Netflix, with a large cast & crew filming all over UK & Paris. I managed a budget for studio spaces, office furniture and stationery. I managed logistics including handling crew moves into the US Embassy, and royal Properties.

### Production Coordinator

Netflix

Various Productions (Band 3)

Netflix Coordinator: Georgia Hume

October 2021 – December 2021

Worked across **The Witcher** and **Treason** supporting prep on their productions including contracting on Team Engine.

### Production Coordinator

Vertigo Films/ Amazon

Mammals (Band 3)

Line Producer: Joel Stokes

March 2021 – October 2021

Production Manager: Will Cummins

Production Coordinator for 6x30 Episodes for Amazon Prime, with a unit that travelled abroad to Monaco, and UK travel to Cornwall, and Cambridge with extensive filming in London with a high-profile and international cast and crew.

## Selected Junior Experience

### Assistant Production Coordinator

Vertigo Films, Sky Atlantic

Britannia Series 3

Line Producer: Joel Stokes

December 2019 – March 2021

Production Manager: Antonio Austoni & Will Cummins

Production Coordinator: Hannah Bone

### Assistant Production Coordinator

Warner Bros/ Apple TV +

Ted Lasso

Co-Producer: Tina Pawlik

July 2019 – December 2019

Production Manager: Chan Chau

Production Coordinator: Fay Mohamed

### Assistant Production Coordinator

The Forge / Channel 4

The Accident

Line Producer: Debbi Slater

March 2019 – June 2019

Production Manager: Katie Player

Production Coordinator: Fay Mohamed

### Assistant Production Coordinator

Monumental/ Hulu

Harlots

Line Producer: Mike O'Regan

Dec 2018 – March 2019

Production Manager: Georgia Hogan

Line Producer: Ian Hogan & Joel Stokes

### Travel & Accommodation Coordinator

Vertigo Films & Neal Street / Sky Atlantic

Britannia Series 2

Production Manager: Antonio Austoni

Feb 2018 – Nov 2018

Production Coordinator: Hannah Jennings

### Production Secretary

BBC Studios/ BBC Two

The League of Gentlemen

Line Producer: Emily Shapland

Sept – Oct 2017

Production Coordinator: Jane Dimmock

### Production Secretary

The Forge/ Channel 4

Kiri

Line Producer: Debbi Slater

May – Sept 2017

Production Coordinator: Katie Player

### Production Assistant

Bingo Films

Channel 4,  
"Lee & Dean"

Production Manager: Martyn Jolly

April – May 2017

Production Coordinator: Katie Player

## Education

BA Hons Media & Communications (2:1)

Birmingham City University

(September 2013 - July 2016)

References available upon request

This CV may be stored or shared