

BETH FALKINGHAM

PRODUCTION COORDINATOR

07914 968 856 | bethfalkingham@outlook.com

Full UK driving licence | West London/ Surrey Based – available for work UK wide

SKILLS & EXPERIENCE

- Multi-skilled production team member with editorial experience
- Multiple genre experience – Factual/Entertainment, Drama, Sports & Live Events (Studio & Location)
- Experience in crewing & logistics
- Production administration & finance
- PMI Trained
- International Visas, Travel & Accommodation
- Studio & Location production experience
- Avid, Premiere Pro & FCP editor
- Cameras: c100, C300, FS7, DSLR & Minicams

EDUCATION

BA (hons) Media Arts | 1st Class
Royal Holloway, University of London
July 2013
4 x A levels | Yale College 2010

BROADCAST CREDITS

Production Coordinator | September 2018 – February 2019

Gold Rush: Parker's Trail 3 (Discovery) | Raw TV | Factual/Entertainment

Responsibilities: Arranging all crew travel, accommodation, visas (Papua New Guinea, USA & Canada) & immunisations. Arranging equipment hire & purchase and carnets. Producing call sheets, risk assessments and movement orders. Liaising with location manager regarding shoot, kit & crew movements. Management & reconciliation of production floats, credit cards and expenses. Overseeing post production requests, rushes transport, delivery, ingest and logging. Overseeing junior production staff.

Production Coordinator | March 2018 – September 2018

Gold Rush Series 9 (Discovery) | Raw TV | Factual/Entertainment

Responsibilities: Arranging crew, talent and kit travel worldwide and accommodation in the US, Canada and UK. Arranging equipment hire and purchase, kit travel and carnets. Production of call sheets, distribution lists and movement orders. Managing and reconciliation of UK, US and CAD office floats, petty cash and international credit cards. Overseeing Production Secretary and point of contact for overseas crew.

EPK Producer Director | October 2017 – January 2018

Craith (S4C) / Hidden (BBC) | Severn Screen | TV Drama

Responsibilities: Planning, shooting and editing interviews and b-roll packages for the series EPK to deliver to All3Media. Overseeing and directing daily EPK camera crew whilst there was a cross-over from the below role.

Assistant Production Coordinator | May 2017 – December 2017

Craith (S4C) / Hidden (BBC) | Severn Screen | TV Drama

Responsibilities: Sourcing dailies crew, Preparing crew contracts, managing cast & crew travel and accommodation, sourcing equipment and managing vendors and accounts, managing purchase orders and office administration.

Production Secretary | March 2017 – May 2017

Timewasters (ITV2) Big Talk Productions | TV Comedy/Drama

Responsibilities: Sourcing dailies crew, Preparing crew contracts, managing cast & crew travel and accommodation, sourcing equipment and managing vendors and accounts, managing purchase orders and office administration.

Producer | October 2016 – March 2017

The Lowdown (Made in Liverpool) | Made Television | Magazine/Entertainment

Responsibilities: Leading a team of talent and crew, ensuring the success of the programme: planning, booking and filming content, managing the team diary and workflows, creating shoot schedules, scripts and running orders, directing shoots on location and ensuring all content complied with editorial and broadcasting guidelines.

Vision-Mixer/Studio Director | October 2016 – March 2017

The Liverpool Sound (Made in Liverpool) | Made Television | Live Music

Responsibilities: PA, vision mixing, directing cameras and running graphics for weekly live music sessions. Recorded as-for-live, following recording I would export and encode the sessions and send to MCR.

PERSONAL INTERESTS

- Live Music, Cultural & Sporting Events
- Motorsport
- Travel

REFERENCES

Joanne Patterson | Production Manager
Gold Rush
joanne.patterson@raw.co.uk

Anna Evans | Line Producer
Craith/Hidden 1
annaevans@me.com

Katie Kearney | Line Producer
Timewasters 1
katiekearney@hotmail.com

VT Producer & Floor Manager | November 2016 – January 2017

Live on The Dock (Made in Liverpool) | Made Television | Live Outside Broadcast

Responsibilities: Working with producer researching and prep for full live programme and pre-recorded VTs. Shooting PD and edit supervisor for pre-recorded VTs. Sourcing and booking talent and live music. Floor Manager for full two hour live outside broadcast.

Vision-Mixer/Studio Director | August 2016 – October 2016

My Generation (LTV Network) | Bay TV Liverpool | Current Affairs

Responsibilities: PA talent, vision mixing, directing cameras and running graphics & VTs for pre-recorded as-for-live studio debate programme.

Producer/ Shooting PD | December 2014 – October 2016

The Guide (Series 1, & 2) (LTV Network) | Bay TV Liverpool | Magazine/Music

Responsibilities: Overseeing all location shoots managing location, crew and talent. Responsible for production and distribution of call sheets and risk assessments. Organising logistics and acting as main supervising location producer for live event coverage (music/sports) overseeing all aspects of the production.

Vision-mixer/Director | December 2014-June 2016

Football Friday (LTV Network) | Bay TV Liverpool | Pundit/Football Studio Production

Responsibilities: PA and queuing talent, vision mixing, directing cameras and running graphics & VTs for pre-recorded as-for-live weekly studio football pundit programme.

Producer / Shooting PD | March 2015 – May 2016

Style City (LTV Network) | Bay TV Liverpool | Lifestyle

Responsibilities: Working with co-producer to research editorial content. Booking crew, locations, kit and talent. Production of call sheets and all production admin. Shooting PD whilst on location and overseeing edit and delivery.

Series Producer | March 2015 – July 2016

52% (Series 1 -3) (LTV Network) | Bay TV Liverpool | Current Affairs/ Studio Panel

Responsibilities: Overseeing all editorial content for programmes. Booking talent and contributors. Producing scripts, running orders and call sheets. Managing budget and production admin. PA, direct and vision mix weekly studio recording as for live. Overseeing any post production and delivery to MCR.

Shooting PD & Edit Producer | September 2015

From Liverpool to Calais (LTV Network) | Bay TV Liverpool | Documentary

Responsibilities: Shooting on Canon 5D & minicams (GoPro) - In charge of all editorial content whilst on location, working with contributors and managing small crew. Overseeing edit, responsible for creative and editorial decision making.

Studio Manager – Staff Role | December 2014 – August 2016

Various studio productions (Live & Pre-recorded)

TV Music, Talk, Panel, Sports & Entertainment studio productions

Responsibilities: Managing studio bookings, kit and crew. Overseeing the gallery during production, directing and vision mixing most productions.

ONLINE & COMMERCIAL CREDITS

Videographer & Events Coverage Producer | May 2015 – August 2017

Various events & stories (Ad-hoc) - The Guide Liverpool Online

Online News, Entertainment & Lifestyle Outlet

www.theguideliverpool.com

Video Journalist (News, Culture & Events) March 2014 – December 2014

Self Shooting & Reporting on Daily News, Online - Culture & Events Items for IPTV news site & providing pool footage for associated national news outlets.

BayTVLiverpool.co.uk (IPTV Station prior to launching on Freeview & Virgin Media)