

# CHARLOTTE MANIFOLD

## PRODUCTION CO-ORDINATOR

07923 042 587

charlotte.manifold@outlook.com

## PRODUCTION CO-ORDINATOR

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### **KIDNAPPED**

BBC Studios - BBC 3 and iPlayer  
March 2023 - August 2023

Line Producer: Medyr Llewelyn  
Production Manager: Jenny Simmonds

### **THE LISTENERS**

Element Pictures - BBC  
January 2023

Line Producer: Helen Blyth  
Production Manager: Jenny Simmonds

### **MATERNAL**

ITV Studios - ITV 1  
April 2022 - October 2022

Line Producer: Maria Pavlou  
Production Manager: Jenny Simmonds

### **STARVE ACRE**

House Productions - BBC Films & BFI  
January 2022 - April 2022

Line Producer: Ross Williams  
Production Manager: Rob Yeomans

### **THE CONFESSIONS OF FRANNIE LANGTON**

Drama Republic - ITVX  
June 2021 - November 2021

Line Producer: Medyr Llewelyn  
Production Manager: Jenny Simmonds

### **THE RESPONDER**

Dancing Ledge Productions - BBC 1  
(Block 2) April 2021 - June 2021

Line Producer: Susan Dunn  
Production Manager: Jenny Simmonds

### **ASSISTANT CO-ORDINATOR**

(Block 1) November 2020 - April 2021

## PRODUCTION SECRETARY

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### **THE IRREGULARS**

Drama Republic - Netflix  
March 2019 - September 2020

Line Producer: Jonathan Leather  
Production Manager: Jenny Simmonds

### **YEARS AND YEARS**

Red Production Company - BBC 1  
September 2018 - March 2019

Line Producer: Jonathan Leather  
Production Co-ordinator: Jenny Simmonds

### **TIMEWASTERS (SERIES 2)**

Big Talk Time Ltd - ITV 2  
July 2018 - September 2018

Line Producer: Katie Kearney  
Production Co-ordinator: Dayna Baptie

### **FREE REIN (SERIES 3)**

Lime Pictures - Netflix  
April 2018 - July 2018

Line Producer: Deborah Coombes  
Production Co-ordinator: Sascha Zakrzewski

### **BUTTERFLY**

Red Production Company - ITV 1  
November 2017 - March 2018

Line Producer: Sarah Lewis  
Production Co-ordinator: Cara McVean

### **R.E. TRIP**

Contact Theatre - BBC 2  
September 2017 - October 2017

Producer: Justine Potter  
Line Producer: Sarah Lewis

### **THE OTHER ONE (PILOT)**

Tiger Aspect - BBC 2  
June 2017 - July 2017

Line Producer: Katie Kearney  
Production Co-ordinator: Mandy Todd

## **PRODUCTION RUNNER**

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### **TOLKIEN**

Fox Searchlight - Feature Film  
August 2017 - September 2017

Production Manager: Nancy Bray  
Production Co-ordinator: Jannika Oberg

### **CHEATED**

UFA Fiction  
May 2017 - June 2017

Line Producer: Sarah Lewis  
Production Co-ordinator: Stephen Walker

## **SKILLS AND RESPONSIBILITIES**

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- Clearances
- Child Licensing
- Working with Children Protocols
- CANs and Special Stips
- Cast and Stunt Contracts
- Crew Contracts
- Progress Reports
- Team Management
- Script Amendments
- Credits
- Albert
- Diary Management
- Crew Availability Checks
- Additional Crew and Kit Booking

## **REFERENCES**

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**Jenny Simmonds - Production Manager**  
07795 600 941  
j.simmonds@zoho.com

**Jonathan Leather - Head of Production**  
07973 624 945  
jonathan@dramarepublic.com

## **EDUCATION**

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**BA (HONS) Media and Performance**  
University of Salford | 2014 - 2017  
Graduated July 2017