

Emma Oxtan

Sustainability Coordinator

Local to Greater Manchester 
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Full Clean Drivers Licence 
First Aid Trained 

I am an experienced Production Coordinator and trained **Sustainability Coordinator**, working in both scripted and unscripted television. Having worked on a variety of productions, both on location and in studio, I am familiar with the needs of a fast-paced production and pride myself on helping teams run efficiently. I thrive within the Production Management team, prioritising tasks under pressure and working with my peers to run an efficient production. Fully competent with Microsoft Office and have a full and clean drivers licence.

Skills/Training

- Confidence, Independence, Communication and Management
- Booking and amending travel inc **International**, resolving issues
- Production paperwork, logging costs, raising fees, budgeting
- Working with the wider team on large productions & on location
- Championing sustainability wherever possible, using Albert
- Worked with child licences, working within their allocated hours and contacting councils (Full DBS check)
- Completed: Production Lab & Step Up to Coordinator in HETV Courses (Screenskills)
- Completed: Safe Management of Productions (1st Option Safety)
- **Certified: Sustainable Production in Entertainment course with USGBC California**

Experience

Production Coordinator / Bitesize Daily, BBC

JANUARY 2025 – FEBRUARY 2025

Production Manager: Kevin Griffin

- Completing postproduction paperwork to a high standard for two series of Bitesize Daily aired in 2021
- Using shared systems such as Dropbox, Microsoft Teams. Collating data to input into Silvermouse

Production/Sustainability Coordinator / BBC Education, BBC

APRIL 2024 – DEC 2024

Production Manager: Kevin Griffin

- Portfolio covering an everchanging range of projects – current: Bitesize Careers Tour & 500 Words Competition
- Working across multiple teams simultaneously, building JPM skills: Managing a team, setting tasks & deadlines
- Coordinating 3 teams travelling across UK on a Careers Tour, planning events with top tier talent, collating data for call sheets
- Managing budgets, raising & chasing payments, tracking costs, Green Memos, using company systems & Smartsheets
- Encouraging electric car hire for shoots with shorter journeys, adding sustainable facts to call sheets
- Volunteering for Earth Week, booking logistics, meeting with external vendors to feedback on their booking systems
- Tracking carbon data on Albert as a case study to show non-broadcast should still be environmentally conscious
- Created a carbon report using real world data collection. Coordinated volunteering days to offset carbon emissions
- Writing articles for Sustainability & Department newsletters about the project's sustainability achievements

Production/Sustainability Coordinator / BBC Education, BBC

JAN 2024 – MARCH 2024

Production Managers: Joanne Callara & Labeena Ishaque Din/Kieran Tench

- 50/50 role split across two portfolios covering a total of seven projects inc BBC Food & Tiny Happy People (Digital)
- Working across multiple teams simultaneously, time management, prioritisation & organising live events
- Managing budgets, raising & chasing payments, tracking costs, using BBC Systems & Smartsheets
- Setting up shoots, planning events & logistics, creating, completing & approving Silvermouse paperwork
- Encouraging electric car hire for shoots with shorter journeys, trialing them with different teams

Production Coordinator / The Real Housewives of Cheshire, Monkey Kingdom

AUG 2023 – OCT 2023

Line Producer: Lauren Stacey

- Across Pre, Production & Post including clearances, releases & managing the edit
- Filming at Pride festival, coordinating 3 filming teams, travel, cast with last minute location drop outs
- Creating call sheets, managing runners, hiring crew, kit, exec cars & dealing with insurance
- Taking on a large role in a small team on their most logistical project to date, assisting on location during busier events
- Completing postproduction paperwork on Silvermouse

Production Coordinator / Manchester International Festival 23, Factory International JUNE – JULY 2023

Production Manager: Amy Docherty / Senior Production Manager: Hayley Pepler

- Working with the Digital PM to support the archive/capture of festival shows
- Supporting the production of live streams for MIF23, creating schedules for fast turnaround deliverables
- Liaising with teams, venues and managing volunteer runners and data wranglers, attending recces on location for RAs

Production Coordinator / The One Show (VT Team), BBC Studios

MAY 2022 – JUNE 2023

Production Manager: Sophie Black/Kieran Tench

- Setting up fast turnaround shoots with minimal notice, across multiple teams inc international shoots with carnets
- Lead PC on the team, trusted to run the team with absences & leave. Working on edit schedule & foreseeing clashes
- Booking crew, travel, accommodation, kit, couriers, hire cars & creating call sheets, tracking this on Albert
- Clearing archive and music, raising payments, booking talent. E-CAT coding, forecasting & tracking spend, keeping to budget
- Overseeing multiple shoots simultaneously from prep to post-production & delivery

Production Coordinator / Watchdog (VT Team), BBC Studios

APRIL 2022

Junior Production Manager: Joshua Goode

- Setting up shoots with minimal notice. Sourcing music tracks & running clearances
- Booking travel, accommodation, kit, couriers, hire cars and creating call sheets

Production Management Assistant / Morning Live (VT Team), BBC Studios

FEB 2022 – MAY 2022

Production Manager: Hannah Swinglehurst

- Setting up shoots with a fast turnaround, liaising with multiple teams at once
- Booking travel (inc EVs), accommodation, kit, couriers, creating call sheets, tracking audience data
- Organising vox pops, entering post-production paperwork into Silvermouse, entering data into Albert
- Clearing music via Music Box, organizing laptops and accounts for new starters
- Paying expenses, raising POs, negotiating fees with locations

Production Management Assistant / The One Show (VT Team), BBC Studios NOV 2021 – JAN 2022

Production Manager: Nicola Casey / Production Coordinators: Erica Macleod & Andrew Lewis

- Assisting the Production Co-Ordinator set up shoots under quick turn-around circumstances
- Booking kit, transport, energy efficient accommodation, creating call sheets
- Checking post-production paperwork inc music, archive, stills & appropriate release forms
- Completing right to work checks, creating bookings on Smartbook

Production Secretary / Rebel Cheer Squad, BBC Children's

JUNE 2021 – SEP 2021

Line Producer: Deborah Coombes / Production Coordinator: Esther Newman

- Using BBC Systems to book travel, accommodation, raise PO's, driver's declarations & low emission hire vehicles
- Keeping track of new starters and completing COVID inductions. Submitting Action Vehicle Questionnaires to Insurance
- Organising minibuses for recces & other events as a part of the production, creating travel memos
- Printing sides, amends & tracking costs (emailing call sheets to reduce paper waste)

Production Office Runner / The Worst Witch, BBC Children's

APRIL 2019 – AUG 2019

Line Producer: Derek Donohoe / Production Coordinator: Louise Bromilow

- Printing scripts, amendments & pulling sides whilst adhering to guidelines of an Albert Production
- Booking & amending taxis, stocking production office kitchen. Submitting & reconciling receipts for float
- Driving Production vehicle to run errands, lunch runs & posting scripts & amends, rushes runs
- Filing delivery notes, scripts, POs & risk assessments. Creating & updating suppliers list & unit list
- Working with child licences, chaperones and on-site tutors

Production Office Runner / The Baby Club, Three Arrows Media

FEB 2019 – MARCH 2019

Line Producers: Jon Hancock & Rachel Thompson / Production Manager: Hannah Thompson

- Booking travel for presenters, contributors & series execs. Buying props & acting as runner on filming days on location
- Working with child licences & production paperwork including expense & release forms. Travel co-ordinator on Podcast ep

Correspondence Assistant / Blue Peter, BBC

APRIL 2018 – DEC 2018/SEP 2019 – MAY 2021/NOV 2023 – DEC 2023

Production Manager: Claudia Spoffoth (2018) / Production Manager: Judith Coker (2019 & 2023)

- Responding to children's post & awarding appropriate Blue Peter Badges (including inspirational Green Badges)
- Answering phone calls & responding to emails professionally. Collating data from Sport Badge applications to provide stats
- Overseeing the 'Design the 2020 Sport Badge' Competition inc. admin & contacting winners
- Mentoring new starters & responding appropriately to the large increase in applications during COVID
- Overseeing system changes during COVID & helping implement efficient processes

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REFERENCES AVAILABLE UPON REQUEST

THIS CV MAY BE KEPT ON FILE AND DISTRIBUTED FOR EMPLOYMENT PURPOSES