

Production Coordinator

Manchester

I give consent for my CV to be kept on file by employers.
References available upon request.

CONTACT

PHONE: 07967 800 941

EMAIL: hollymaethornton23@gmail.com

PROFILE

I am a hardworking and reliable Production Coordinator with experience in organising location shoots, live events, online content and post-production. I have a passion for producing television content and enjoy working on a variety of productions. I would like to gain experience in studio programmes, I believe I have the mind set and transferrable skills to thrive in a studio environment.

KEY SKILLS

- Time management, self-sufficient – used to working independently
- Thrive in large and small teams
- Strong communication and organisation skills
- Reliable, with a creative mindset
- Taking a production through beginning to end
- Working on fast turnaround productions
- BBC Systems, PMI & Silver mouse
- Setting up location filming
- Booking crew and raising payments

INDUSTRY EXPERIENCE

BBC Digital Media, Platforms & Planning (DMPP) | Production Coordinator

January – March 2024

- Working across the Social, YouTube and Content Impact teams organising filming, rights and copyright.
- Negotiating fee's with influencers and creating their contracts. Booking travel and kit for film shoots and creating and distributing call sheets and travel sheets.
- Creating Silvermouse paperwork for inhouse filming and generating paperwork for independent companies.
- Across costs in cost log, referring up to JPM with any questions/issues
- Helping to improve our teams smartsheets and processes across the board.
- Checking the content published on social platforms and YouTube is fully cleared from a rights perspective and from their publication logs.

BBC Bitesize Schools Tour | Production Coordinator

August 2023 – January 2024

- Across 3 teams on the road each week visiting schools with guests. Creating the call sheets for the team, panellists and host.
- Create the hosts contracts, panellists fees and all their expenses
- Book the weekly hotels and help Production Apprentice with booking of hire cars when needed
- Across costs in cost log, referring up to JPM with any questions/issues
- Liaising with the AV company Firefly, ensuring smooth communication and logistics to unload kit at schools
- Assisting with booking of travel and school emails when required
- Delegating tasks to PMAs and Production Apprentice
- Ensuring the team aren't overloaded and happy with the amount of work. Teaching new team members how to use the BBC systems.
- Organising VT filming (booking kit, travel, hotels, sorting release forms, schedule, call sheets)
- Raising payments for suppliers

BBC Bedtime Stories Festivals | Production Coordinator

April – August 2023

- Worked in a small team of researchers, myself and the series producer over the spring and summer at 5 festivals.
- Communicated with agents, talent and guest readers and booked their travel, accommodation and raised their contracts.
- Fully across the budget and costs, became used to working independently without an immediate manager, as a result my time management skills have improved.
- In communication with the Event World team, the festivals and their suppliers sorting accreditation and much needed information for the RA and Call Sheets.
- Booked freelance crew, raised their contract and expenses
- Created the call sheets and raised any purchase orders.
- Organised the merchandise and team t-shirts and was a runner at Bestival Shropshire helping with the set-up, talent and general assistance.

BBC Children's Commissioning Day | Production Coordinator

March - April 2023

- I organised the 2023 Children's Briefing/Commissioning Day.
- Arranged the set and attendance with Dock10. Helped with the invites and managed the attendees list, and arranged the guest badges and lanyards.
- Sorted the catering and kept in communication with the venue and the BBC catering team
- Raised any PO's, booked the freelance crew and booked in the AV kit with a local company.
- Fully across the costs
- Organised team of assistants for the day
- On the day - helped with setting up, on the door to welcome/introduce people, advised on catering options, made sure refreshments full
- I was predominantly on my own for a lot of the project, without a Production Manager, or often my main contact from Editorial. As a result, I learnt to deal with problems myself and made decisions, improving my decision making and problem solving skills. I also started to understand how to fully manage a project.

BBC Bitesize | Production Coordinator

February - May 2023

- I helped a few different teams in BBC Bitesize on various projects organising their location shoots, and I also spent time completing post production paperwork on silvermouse for Bitesize.

BBC Share Your Story | Production Coordinator

October - December 2022

- I worked on Share Your Story across 4 teams on the road visiting schools each week, organising the call sheets, and being across PMA's workload for travel, stepping in to help when needed. I was my teams first point of contact for any issues and helped with any 'firefighting' problems.
- As this was my 1st role with PMA's, I started to learn to delegate, spent time teaching them how to use the BBC systems, and made sure to take the time to check that the workload was ok for the PMAs and that they were happy.

BBC Bro's in Control | Production Coordinator

June - September 2022

- I worked as a PC in the Presentation team working on 'Bro's in control'. I was across the full production and edit.
- This was my first time creating a child license, and booking chaperones. I learnt a lot of skills around child licensing, dealing with councils and chaperone licenses, which I will take into future roles.
- I learnt to work independently, only reaching out to the PM (who was across all of Children's Presentation) when required, so I gained many problem solving and time keeping skills due to being the main Production point of call.
- Helped with deliverables and did the post production paperwork on Silver mouse.
- Dealt with image and music copyright, encountered problems with the edit schedule, but dealt with them effectively.
- Took the project through the Albert certification, trying to ensure we got the best certification we could get, this meant specific aims on the Green Note, and better/more veggie/vegan options and days with the catering.
- Booked the freelance crew, kept in contact with the talent and their agents and raised their contracts/payments and travel/accommodation when required.
- Raised PO's and fully across the cost log, keeping to budget, referring upto PM when needed.
- Booked in the catering, helped to find and book locations for filming, created filming permits and I organised our 'fake studio' filming in Lensflare TV's office space.
- On location assisted the arts department to create and build the sets.

BBC Morning Live | Production Coordinator

February - April 2022 (6 weeks)

- For my first PC role, I worked on the films team and organised the shoots for my film team. I organised and booked any necessary logistics and afterwards completed the Silvermouse paperwork. Raised PO's and helped book locations in,

Studio Crook | Production Secretary

April – June 2022

Yorkshire On Call | Dragonfly TV | Production Secretary

September 2021 – February 2022

Dr Alex: Our Young Mental Health Crisis | Dragonfly TV | Production Secretary

August – October 2021

Beat The Chasers | ITV/Potato | Production Secretary

July – August 2021 (4 weeks)

BBC Bitesize Daily | Production Management Assistant

March – July 2021

BBC Children's JoJo & Gran Gran | Production Management Assistant

February – March 2021 (3 weeks)

BBC For Love Or Money | Production Management Assistant

February 2021

BBC Rip Off Britain: Holidays | Production Management Assistant

September – November 2020

Revenge Prank MTV | Gobstopper TV | Production Secretary

June – July 2020 (2 weeks)

Go Jettors: BBC Children's | Production Management Assistant

February – March 2020

BBC Bitesize+ / The Schools Tour | Production Management Assistant

October 2019 – February 2020

Grace's Amazing Machines: BBC Children's | Production Management Assistant