

SARASVATI CHURCHMAN

PRODUCTION COORDINATOR

07726 247 728 | sarasvati.churchman@gmail.com

- Clean full UK driving licence (8 years/25+)
- Crewing up
- Contracting crew & stunts
- Distro using POP, Proclide & SetKeeper
- Checking & distributing call sheets
- First Aid & H&S trained (valid until 2024)
- Child licences
- Progress reports
- Clearances
- Post-production paperwork delivery

Credits - Scripted

Sherwood S2 (April-Oct 2023) *Assistant Production Coordinator*

Running clearances and organising swing moves, insurance documents and child licences.

House Productions for BBC - 6 x 60'

PM: Louise Adamson

Bodies (Jan-Nov 2022) *Assistant Production Coordinator*

Crew contracting and stepping up to Coordinator when double banking.

Moonage Pictures for Netflix - 8 x 60'

PM: Priya Bhakta

Typist Artist Pirate King (Sept-Nov 2021) *Production Secretary*

Crew & cast travel and accommodation, office set up, crewing up & assisting clearances.

CAMP Films for BFI - feature

PM: Tina Schepers

Why Didn't They Ask Evans? (Aug 2021) *Production Secretary*

Assisting the core production team with crew contracting on POP and right to work checks.

Mammoth Screen for BritBox - 3 x 60'

PS: Kasia Kaczmarek

Inside Man (June 2021) *Production Secretary*

Assisting the core production team with crew contracting on SetKeeper and logging T&A.

Hartswood Films for BBC - 4 x 60'

PM: Sophie Hebron

Men (Jan-June 2021) *Production Secretary*

Coordinating transport, booking equipment and distributing documents.

DNA Films for A24 - feature

PM: Helen Bater

McDonald & Dodds S2 (July 2020-Jan 2021) *Production Secretary*

Working remotely booking accommodation and transport, raising POs and distributing documents.

Mammoth Screen for ITV - 3 x 90'

PM: Sarah Howie

Class Dismissed S5 (Aug 2019) *Production Runner*

Driving talent, assisting the production team and printing the daily paperwork.

BBC Children's for CBBC - 11 x 30'

LP: Sam Milnes

Credits - Factual

Warbird Workshop S2 (2020) *Production Coordinator*

Building relationships with contributors, consenting & clearances.

Air TV for Yesterday - 1 x 60'

Producer: Ian Cundall

Bangers & Cash S2 & S3 (2020) *Production Assistant*

Working on location on filming days and completing post-production paperwork.

Air TV for Yesterday - 20 x 60'

Producer: Andy Joynson

Helicopter ER S4 & S5 (2020) *Production Assistant*

Contacting contributors and completing post-production paperwork.

Air TV for Really - 15 x 60'

Producer: Matt Richards

Warbird Workshop S1 (2020) *Production Assistant*

Contacting contributors for consenting & clearances, in addition to delivering all the paperwork.

Air TV for Yesterday - 6 x 60'

Producer: Ian Cundall

Helicopter ER Critical Hour (2020) *Production Assistant*

Compiling the paperwork for Air TV's first delivery to Discovery.

Air TV for Discovery - 1 x 60'

Producer: Matt Richards

999 Rescue Squad S3 (2019) *Production Assistant*

Compiling all the post-production paperwork for delivery.

Air TV for W - 10 x 60'

PM: Holly Pywell

When Cruises Go Wrong (2019) *Runner*

Logging interviews and aiding the production team.

True North for Channel 4 - 1 x 60'

PM: Clare Thomas

Education & training

ScreenSkills *Trainee Finder Production Trainee* (2019), *Production Lab* (2020), *Make A Move* (2022)

Edinburgh International Television Festival *The Network Talent Scheme Delegate* (2018)

University of York *2:1 BSc (Hons) in Environmental Science* (2018)

References available upon request.

I consent for my personal details and CV to be kept on file and distributed for employment purposes.