

# TAMARA HIGGS - PRODUCTION COORDINATOR

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Manchester and London based

I am an experienced TV Production Coordinator with credits on BBC1, BBC2, BBC3, CBBC, ITV, Channel 4, Dave & Channel 5. I have been working in London for a number of years and I am now moving to Manchester. I am looking for roles in the television & film industry, particularly on productions with a strong moral, social and ethical stance. I am a passionate, hardworking and effective team player who shows initiative and high-level organisational skills. I am also experienced in the theatre industry.

## Key Skills

- Extensive skills required of an experienced production coordinator.
- Finance skills including raising PO's, dealing with petty cash and expenses.
- Liaison with kit house to organise kit hires.
- Sort out edit and editors, delivery shows and run the edits.
- Hiring and managing junior members of staff.
- Completing progress reports and post-paperwork.
- Preparing contracts for crew and cast, and have worked closely with handling child licenses.
- Comfortable working on location and in the studio.
- Acquiring clearance for music, product, photos and release form for contributors and stills.
- Organising travel and accommodation for crew and cast, around the UK and internationally.
- Distributing call sheets and logistics for the crew.
- Worked with Fixers and looked after the talent.
- Have worked on factual, documentary and script drama and comedy.
- Full, clean driving licence.

## Work Experience & Credits

- **September – November 2018: Production Coordinator** – 'JERK' – (Line Producer – Sam McCole) – 4x 20mins for BBC 3 – Roughcut TV
- **September 2018: Production Coordinator** – 'Google Shorts' – (Production Manager – Roger Evans) – 4x 90sec shorts for Google – Roughcut TV
- **June – September 2018: Production Coordinator** – 'Apple Tree House' – CBBC – (Line Producer – Lyndsey Shingler) – 25 episodes, 15 minutes duration – Apple Tree House Series 3 LTD
- **October 2017 – March 2018: Coordinator** – NGO sector – Hope Agency, Cambodia – Lived and worked in Cambodia, teaching and helping run the NGO school and food bank (career break).
- **August 2016 – April 2017: Production Coordinator** – 'Joy of Techs' – DAVE – (Production Manager – Adrian Carswell) – 10 episodes, 30 minutes duration – Blink Films
- **October – November 2016: Production Coordinator** – 'Scruffs and LFB' – Channel 4 and BBC – (Production Manager – Zoe Bickerton) – Various duration – Mentorn Media
- **May – August 2016: Production Coordinator** – 'Yorkshire pride –Working title' – BBC2 – (Production Manager – Ella Gutteridge) 5 episodes, 60 minutes duration – Twenty Twenty
- **February – May 2016: Production Coordinator** – 'Airmageddon' – CBBC (Line Producer – Tracey Jardine) – 13 episodes, 2 series, 30 minutes duration – DHX Media
- **November – December 2015: Junior Production Coordinator** – 'Queen at 90' 60mins – ITV and 'Spy Night' 1hr30mins – Channel 4 (Line Producer – Marisa Erfteimeijer) Oxford Film & TV
- **April – November 2015: Junior Production Coordinator** – 'Bodyshockers' Series 3 – Channel 4 (Production Manager – Kirsten Johnson) 8 episodes, 45 minutes duration – Endemol
- **September 2014 – April 2015: Production Secretary** – 'Don't Get Done Get Dom' Series 9 –BBC1 (Production Manager – Shona Kemp) 20 episodes, 45 minutes duration – Flame TV
- **May – July 2014: Production Secretary** – 'Diary of a Children's Hospital' – ITV (Production Manager – Pete Younes) 3 episodes, 60 minute duration – Liberty Bell Production
- **March – May 2014: Production Assistant** – 'The Nightmare Neighbours Next Door' – series 1 - Channel 5 (Production Manager – Evih Efue) 6 episodes, 60 minutes duration – Flame TV
- **August – February 2014: Production Assistant** – Avalon Factual Holding – Flame TV and Liberty Bell production