

CLAIRE ROBINSON

2nd Assistant Production Coordinator

Skills Summary

Full Canadian G License

Experience driving abroad

Cash Handling

Experience using Setkeeper/ Scenechronize

Experienced in booking travel

Experience raising PO's

Experience setting up Zoom/ Teams Meetings

SAG + ACTRA Contract Experience

Experience

1st Assistant Production Coordinator- **Chucky- GEP Chucky INC/ NBC Universal** (Daily)

Responsible for distributing call sheets and sides to all cast, crew and studio execs and distributing daily production reports. Also created and distributed wrap reports, prep schedules and cast/crew memos. Drafting and issuing insurance certificates, filing and organized documents, delegating tasks to the office PA's and ensuring the production office was ran smoothly.

2nd Assistant Production Coordinator- **Chucky- GEP Chucky INC/ NBC Universal**

Responsible for making and distributing SAG and ACTRA contracts, liaised with agents and talent, distributed scripts, kept all studio files up to date and organized, delegated tasks to the office PA's, made, updated and distributed crew lists, cast lists and contact lists.

Office Production Assistant- **Man From Toronto- Singularity Productions/ Sony Pictures**

Assisted the production team in the office, drove around Toronto to run general errands, adhered to strict Covid-19 protocols, distributed paperwork, ordered supplies and raised PO's.

Office Production Assistant- **Clyde Boomer's Success- Leader Media**

Worked alongside the producers, distributed and filled deal memos, ACTRA forms, created cast headshots and ran any errands for the cast members in quarantine.

Office Production Assistant- **The Wedding Planners- BPS Wedding Planners Season 1 Productions Inc.**

Assisted the production team, booked travel for cast and crew, responsible for petty cash, printed call sheets and sides and ran office errands.

Office Production Assistant- **The Bay Series 2- Tall Story Pictures/ ITV**

Assisted the production team in the office, ordered supplies and stationary, collected and uploaded rushes from set on wrap, responsible for petty cash float, raised PO's for ordered items and ran any office errands.

Office Production Assistant - **Gentleman Jack (Work Experience) - Lookout Point**

Shadowed the production assistants and assisted them with any tasks including posting mail, collecting lunches, dealing with petty cash etc.

Office Production Assistant - **Bancroft (Work Experience) - ITV**

Assisted the production runner in all her duties throughout the week which included printing and delivering call sheets and sides to all actors and running general errands

Other Work

Production Manager- **Hushed- Silent Wave Entertainment & Baiboon Film Entertainment**
Runner - **Trelleborg Offshore Commercial Shoot - Marmalade on Toast**
Team Assistant- **The Jeremy Kyle Show - ITV**
Runner - **Britains Got Talent Marathon Tour / Producers Tour S13**
Britains Got Talent Judges Tour S12 - Thames TV

Education - **1st Class BA (Hons)** - Film Production - University of Central Lancashire 2015- 2019

Certificates-

ScreenSkills UK Coronavirus Basic Awareness on Production
Workplace Health and Safety Awareness in 4 Steps
Supervisor Health and Safety Awareness in 5 Steps