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MITCHELL ROBERTS

DEPARTMENT COORDINATOR

Character references available on request

CAREER SUMMARY



Art Department Coordinator - Silo Season 2
Apple TV/SDTA Ltd.

Production Designer - Nicole Northridge
Supervising Art Director - Kevin Woodhouse/Louise Morris
January '23 - August '23



Art Department Coordinator - Ted Lasso Season 3
Warner Bros/Shoe Bucket LTD./Apple TV

Production Designer - Paul Cripps
Supervising Art Director - Iain White
January '22 - December '22



Set Decoration Coordinator - Pennyworth Season 3
Warner Bros/Shoe Bucket LTD./HBO

Set Decorators: Rebecca Pilkington & Francisco Volponi
July '21 - January '22



Art Department Coordinator - Ted Lasso Season 2
Warner Bros/Shoe Bucket LTD./Apple TV

Production Designer - Paul Cripps
Supervising Art Director - Stacey Dickinson
March '21 - June '21

KEY SKILLS

- Crewstart (time-reports/timesheets) experience
- Onboarding, hiring and sourcing crew
- Purchase Order (DPO) experience.
- Diary/schedule management and distribution
- Proficient in Office 365/Google Docs
- Coordinating logistics/requirements.
- Issuing/logging drawings
- Budget input (from multiple departments) and distribution to deadlines.
- Point of contact for department and interdepartmental queries.
- Transport/courier booking experience.

TRAINING

- QA Level 3 Award in Emergency First Aid at Work (RQF) - *First Option* (24/02/22 - 24/02/25)
- Fire Warden Training - *First Option* (01/03/22)
- Safe Management of Productions - *First Option* (12/05/20)
- Managing COVID-19 Risks on Production - *First Option* (22/09/20)
- COVID-19 Psychological First Aid - *Public Health England* (17/7/20)
- Youth Mental Health First Aid Training - *Mental Health First Aid England* (10/06/19)
- Tackling harassment and bullying at work - *Screenskills* (21/08/20)

EDUCATION

Edge Hill University, Liverpool/Ormskirk (2012-2015)

- BA (Hons.) Film & Television Production 2:1
- Undertook modules such as television drama production, advanced post-production and music video production.
- Dissertation on Social Media Communities in Television Dramas.