

VICTORIA GRIFFIN

ASSISTANT PRODUCTION COORDINATOR

E: victoriajgriffin@gmail.com_ M: 07880231626

A confident and enthusiastic self-starter with organisation and management skills. Excellent communicator and team worker, with quality time management and reliability. Experience working to a range of deadlines liaising with multiple departments.

EXPERIENCE

SONY PICTURES: (FEATURE FILM)

ROLE: ASSISTANT PRODUCTION COORDINATOR

Supported the Production Coordinator across prep, shoot and wrap; role required writing and managing cast contracts, international & domestic travel and accommodation across the production for cast and crew, management of accounts and daily running of the office. Also liaised with COVID Supervisor, assisting with PPE ordering, spend tracking and testing for cast and crew. Coordinated sustainability for the shoot, tracking and implementing efforts across the whole production.

OCTOBER 2020 – JANUARY 2021

CO-ORDINATOR: SARAH UNWIN

TIGER ASPECT: DANNY & MICK – SERIES 3 & 4

ROLE: JUNIOR PRODUCTION COORDINATOR

JANUARY 2020 – SEPTEMBER 2020

LINE PRODUCER: CHRIS ILIFFE

SONY/STARZ: OUTLANDER SERIES FIVE

ROLE: PRODUCTION ASSISTANT

FEBRUARY – NOVEMBER 2019

COORDINATOR: HAZEL BORTHWICK-MC SHANNON

TIGER ASPECT: DANNY & MICK – SERIES 1 & 2

ROLE: PRODUCTION ASSISTANT

AUGUST – NOVEMBER 2018

LINE PRODUCER: CHRIS ILIFFE

LUPINE FILMS: THE TWO WOLVES (PILOT)

ROLE: PRODUCTION ASSISTANT

JULY – AUGUST 2018

LINE PRODUCER: ALAN FAIRHOLM

CBBC – THE DUMPING GROUND

ROLE: FLOOR / CASTING RUNNER

JUNE TO JULY 2018

LINE PRODUCER: ALISON MATTHEWS

BIG MOUNTAIN PRODUCTIONS: 'GENEALOGY ROADSHOW'

ROLE: RUNNER

FEBRUARY – MARCH 2018

LINE PRODUCER: HELEN MURRAY

BBC: FLOG IT

ROLE: RUNNER/STEWARD

DECEMBER 2017 TO JANUARY 2018

LINE PRODUCER: AMANDA LOWE

LOUDOUN PRODUCTIONS/NETFLIX: 'OUTLAW KING'

ROLE: LOCATION RUNNER

OCTOBER 2017

LOCATION MANAGER: MATT RISEBROW

E4/12 YARD: COACH TRIP 'ROAD TO TENERIFE'

ROLE: RUNNER

AUGUST 2017

PRODUCTION MANAGER: BUKOLA ABIODUN

BLAST! FILMS: ANIMAL RESCUE SUPERVET SPECIAL

ROLE: PRODUCTION RUNNER

AUGUST 2017

PRODUCTION MANAGER: JEANETTE MULLINER

ITV VERA SERIES 8

ROLE: PRODUCTION OFFICE RUNNER

JULY 2017

PRODUCTION COORDINATOR: FAHIMA CHOUDHURY

ITV NEWS

ROLE: RUNNER

JUNE 2017

HEAD OF NEWS & PROGRAMMES: MICHAELA BYRNE

SKILLS AND TRAINING

Contracting (Cast & Crew)
Report creation and maintenance
Sustainability – tracking & submission
Production Accounts

I.T & SOFTWARE

Scenechronize
Digital Purchase Order
Octopus PMI Budgeting
Microsoft/Apple packages
ALBERT BAFTA
Sony PEACH/PEAR/PLUM Sustainability

TRAINING

2020 Screenskills Production Lab
2020 Screenskills Tackling Harassment & Bullying at Work
2020 Screenskills / 1st Option Coronavirus Basic Awareness on Production
Production Safety Passport - *Safe Management of Productions (Valid 2023)*
BAFTA Albert Carbon Literacy
DBS Checked

ADDITIONAL EXPERIENCE

2018 Creative Skillset Trainee
2017 The Network Delegate (Edinburgh TV Festival)
Events Coordinator, Royal Television Society North East and Borders - 2016 to Present
Director, Royal Television Society Young People's Media Festival – 2017 to Present

EDUCATION

Master of Arts (Distinction), Northumbria University in Arts and Media Management
BA Hons. (First Class), Northumbria University in Film and Television Studies

REFERENCES AVAILABLE BY REQUEST

GDPR: This CV may be kept on file and distributed for employment purposes.