

ETHAN HARRISON

Assistant Production Coordinator

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Contact Number: 07713777174

Full Clean UK Driving License + Own Vehicle

PERSONAL PROFILE

I am a highly driven individual working to progress within production in HETV and Film. Experienced Assistant Production Coordinator looking for their next role.

INDUSTRY EXPERIENCE

Assistant Production Coordinator – Ahsoka S2, Lucasfilm | February 2025 – October 2025

Unit Production Manager: Miranda Marks

Production Supervisor: Jack Timbrell

Coordinator: Lauren James

- Handling and distributing shoot documents such as Call Sheet, Risk Assessments and Transport Sheets for shoot days. Sending them out via Scenetime and Atris.
- Managing medics and weekend workers for all department. Liaising with key medic in booking ambulances and extra medics.
- Dealing with American Humane and Disney in the approval of horses on set for rehearsals and shooting.
- Costing, Booking and Monitoring all radios for main unit
- Experience in doing both Cast & Stunt Equity agreements throughout the show.
- Tracking Loss and Damages for all departments on the show.
- Booking International and UK medical appointment for top cast members.

APOC - Travel & Accommodation – Mutiny, Independent Feature | July 2024 – November 2024

Executive Producer : Samantha Waite

Unit Production Manager: Kelly Lee

Coordinator: Olivia Rust

- Coordinating all travel and accommodation on a feature film travelling into multiple continents.
- Organising travel and accommodation commercially for international reces & full cast and crew unit moves.
- Viewing and presenting accommodation for high profile cast and ATL. Both long term accommodation and hotel stays.
- Communicating with agents, managers and teams of cast members to ensure smooth running of all cast travel.
- Managing crew members within travel & accommodation, including delegating tasks and overseeing others work.
- Tracking costs and expenditures for living allowances of long form crew.
- Drafting and Issuing TMO's
- Managing FUTL insurance log

Travel, Accommodation & Shipping Secretary – Fountain of Youth, Skydance | November 2023 – June 2024

Line Producer : Philippa Naughten

Production Manager: Samantha Arnold

Coordinator: Iona Westlake

- Booking below and above the line (Including Cast & Producers) flights on an international shoot (USA, UK, Thailand, Austria & Egypt)
- 4 Continental unit moves back to back. Including 2 fully commercial unit moves and 2 crew charters.
- Overseeing road freight collections and deliveries in Austria
- Booking crew & cast charter and creating shipping manifests.
- Scouting & booking UK hotels for large UK shoot days
- Helping with rooming lists over multiple UK hotels
- Assisting with shipping needs at a global scale.

Travel Secretary – Formula One, Apple TV | June 2023 – October 2023

UPM : Ben Piltz

Production Supervisor: Erin Duffy

Coordinator: Joshua Darby

- Booking below and above the line (Including Cast & Producers) flights on an international shoot (USA, UK, Italy, Hungary, Netherlands & UAE)
- Booking UK hotels for large UK shoot days
- Booking international accommodation for crew reces
- Travel and accommodation during F1 race weekends

Production Secretary – Star Wars: The Acolyte - Lucasfilm | July 2022 – May 2023

UPM : Tony Davis

Production Supervisor: Lorraine Edwards

Coordinator: Benjamin Kozel

- Managing all vendor contracts and the approval process for main and 2nd unit
- Issuing crew contracts via CrewStart, crew deal memos, new starts, right to work & notice letters
- Helping with Carnets, shipping container ordering and departure and DG packing of batteries for international shoot locations Coordinating the return of 22 Shipping containers from Madeira and their off hires

Accounts Assistant – The Boys In The Boat, MGM | March 2022 – July 2022

Financial Controller: Daniel Nixon

1st Assistant Accountants: Mark Birtchnell & Terry Ashby

Payroll Clerk – Willow (Season 1), Lucasfilm | March 2021 – February 2022

Payroll Accountant: Louise Dyer

Financial Controller: Dorit Yosha

Production Supervisor: Cat Mednick

References Available Upon Request

Lauren James: Production Coordinator (Ahsoka S2)

Iona Westlake: Production Coordinator (Fountain Of Youth)

Olivia Rust: Production Coordinator (Mutiny)

Benjamin Kozel: Production Coordinator (The Acolyte)