

TAMSYN BLACK

Production Coordinator

tamsynablack@gmail.com / + 44 7841 450 720 / Bristol, UK / Clean UK driving licence / 25+

ABOUT ME

I am an extremely organised and adaptable production coordinator, experienced in sending shoots all over the world and filming everywhere from the sea to the air! I previously worked in events for a decade, and the combination of my TV and events experience means I thrive in fast-paced environments, work well under pressure, and am a skilled problem solver.

KEY SKILLS

- Planning, organisation, and logistics
- Excellent verbal and written communication
- Creative problem solving
- Management of budgets of £1m+ in PMI and Excel
- Skilled multi-tasker
- Contract and fee negotiation

PRODUCTION COORDINATOR - STUDIO LAMBERT

The Traitors Series 2 - Commissioner: BBC - *September 2023*

The Traitors US Series 2 - Commissioner: NBC - *September - October 2023*

- **Logistics:** Booking travel for 200+ crew to and from filming locations
- **Paperwork:** Creating daily movement orders and runner schedules
- **Team Management:** Looking after a team of 20+ runners

PRODUCTION COORDINATOR - WILDSTAR FILMS

Queens, Commissioner: Nat Geo/Disney + - *May 2022 - July 2023*

Sentient, Commissioner: Nat Geo/Disney + - *August 2023 - September 2023*

- **Shoot management:** Sole responsibility for planning complex shoots, including to remote hostile locations, with extremely fast turnarounds
- **Logistics:** Booking complex international travel and accommodation
- **Equipment:** Working with PDs, crew and kit houses to supply kit to specifications
- **Paperwork:** Creating call sheets, risk assessments and production schedules
- **Finance:** Managing shoot forecasts and budgets in PMI and Excel to deliver on target, raising and paying invoices, dealing with expenses and advances
- **Crew:** Contracting crew and negotiating rates
- **Permits:** Arranging crew visas and location, filming, and drone permits
- **Covid:** Formulating shoot covid policies to keep crews and locations safe
- **Working with children:** Trained to work with children on shoots, current DBS holder
- **Post-production:** Completing post-production paperwork process from start to finish

PRODUCTION MANAGEMENT ASSISTANT/PRODUCTION SECRETARY - WILDSTAR FILMS

Queens, 7 x 45", Commissioner: Nat Geo/Disney +

March 2021 - April 2022

- **Logistics:** Researching and presenting hotel and travel options for global crew
- **Paperwork:** Checking and updating call sheets and schedules

- **Finance:** Submitting crew expenses and company card reconciliations through PMI
- **Consumables:** Researching and buying consumables for shoots
- **Covid:** Arranging crew PCR testing, communicating policies, supplying PPE
- **Sustainability:** Tracking shoots in Albert and lessening their environmental impact

EVENT PRODUCER - FREELANCE

January 2012 - March 2021

I worked freelance in events for nearly a decade, taking on many roles including production management, accreditation, stage management, and artist and marketing management. Clients during this time included: BBC, MTV, Encounters Film Festival, Wildscreen Film Festival, Team Love, Blackpool Council, Glastonbury, Dyson, Vans, Shambala Festival, the D&AD Design Awards, and the Radio Academy Awards, among many others.

EVENTS COORDINATOR - UNIVERSITY OF BRISTOL

January 2019 - January 2020

- **Event Production:** Planning and coordination of events including graduation ceremonies, VIP dinners, and public lectures for 1000+ attendees
- **Logistics:** Researching and booking all aspects of events including: staffing, venues, catering, entertainment, travel and accommodation
- **Stakeholder Liaison:** Developing positive working relationships with event partners
- **Team Management:** Recruiting and managing teams of 100+ event stewards

PRODUCTION MANAGEMENT ASSISTANT - BBC LIVE EVENTS

2012 - 2017 (Freelance)

I undertook multiple short term contracts with the BBC for events including: Hay Literature Festival, Bristol Food Connections Festival, BBC Good Food & Farming Awards, BBC at the Edinburgh Fringe, and Radio 1's Big Weekend.

TRAINING AND QUALIFICATIONS

- **Media Careers Advice:** Foreign Filming for Production Coordinators - April 2021
- **ScreenSkills:** Introduction to Production Management - January 2021
- **ScreenSkills:** Coronavirus Basic Awareness on Production - December 2020
- **PRINCE2** Project Management Certified Foundation and Practitioner - November 2020

EDUCATION

Degree: Classical Studies (BA) 2:1 – Kings College London (2008 – 2011)

A Levels: English Literature – A, Sociology – A, Classical Studies – C, St Mary Redcliffe (2006 – 2008)

INTERESTS

I watch a huge range of programming but particularly enjoy fact-ent and drama. I train in thai kickboxing, and co-founded and play for a grassroots women's football team called Banana FC.

*I consent to this CV being kept on file and being distributed for employment purposes.
References available on request.*