

OLIVIA ADELAIDE MYRTLE

PRODUCTION CO-ORDINATOR

Mob: 07534 167 298

Email: omyrtle100@gmail.com

Availability: March 2026 onwards

Enhanced DBS, Fire Warden Trained, Workplace First Aid Certified

Clean Driving Licence & Business Insurance

Base: Greater Manchester

Production Co-ordinator with experience in Unscripted live, Scripted and pre-recorded content and co-ordinating shoots abroad. Collaborates well within large and small teams; works creatively with set budgets and is committed to facilitating the production of high quality content on time and as sustainably as possible. Thrives in an environment that offers a capacity to learn and develop, and can quickly adapt to new systems and ways of working. Looking to improve experience in facilitating large-scale productions and continuing to contribute towards the creation of heritage brands and flagship programmes.

SKILLS

- Sourcing, organising and booking kit, couriers, travel and accommodation for talent and crew.
- Experienced liaising with local authorities to secure filming permits/child licenses/BOPAs in short time frames.
- Raising POs, crew contracts, requisitions and reconciling expenses.
- Liaising and negotiating costs and rates of pay with external crew and suppliers.
- Printing, compiling, creating and distributing production paperwork such as call sheets and scripts in the office and on location.
- Familiar with Dropbox and the Google Suite (Gmail, Docs, Sheets).
- Researching and clearing copyrighted material such (e.g. via BBC MusicBox, Digital Archive etc).
- Proficient in MS Office programs and BBC systems e.g. MyBusiness, Smartbook, Silvermouse.
- Tracking costs and coding in MS Excel budgeting software.
- Monitoring and enforcing health and safety standards; reviewing Risk Assessments before distribution; and ensuring Safeguarding policies are upheld.
- Providing Access support for Talent.
- Collecting and storing documentation containing sensitive information securely (GDPR) e.g. consent forms, health forms, child data.
- Compiling Albert data for submission.
- Facilitating meetings and keeping across team diaries/schedules, as well as recording meeting minutes.

CREDITS

Production Co-ordinator	BBCS K&F ANIMATION UNIT <i>Children's Animation</i> <i>BBC Studios Kids & Family</i>	Oct 25 - Present	PE: Ciara Lawlor
Production Co-ordinator	THE DUMPING GROUND (Series 14) <i>Children's Drama</i> <i>BBC Studios Kids & Family</i>	May – Sept 25	LP: Judith Travis
Production Co-ordinator	BLUE PETER Children's Unscripted BBC Studios Kids & Family	June 23 – April 25	LP: Judith Coker / Samantha Milnes
PM Apprentice	BLUE PETER Children's Unscripted BBC Studios Kids & Family	Jan 22 – May 23	LP: Judith Coker
Production Assistant	THE POWER OF PARKER (pilot) Comedy-Drama Lookout Point Ltd	Oct 21 – Nov 21	LP: Fahima Chowdhury

Production Assistant	<i>DODGER (series 1)</i> Children's Drama NBC Universal	Sept 21 – Oct 21	LP: Richard Everiss
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FURTHER EXPERIENCE

Shadowing	<i>LAGGING (Series 2)</i> Children's Drama BBC Studios Kids & Family	Aug 22	LP: Phill Reeves
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Key experience: Gained knowledge on progress reports, reviewing scripts, managing schedules, co-ordinating call sheets, and handling clearances.

Shadowing	<i>PEAKY BLINDERS (Series 6)</i> Drama Caryn Mandabach Productions	May 21	LP: Rachel Jones
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Key experience: Gained knowledge of daily call sheets, sides, movement orders, script amendments/memos, day out of day reports, risk assessments, at a glance and full fat shooting schedules.

Building Runner	<i>SPACE STUDIOS (Manchester)</i> via SharpFutures POD	March 21 – Dec 21	SM: Dean Sinacola
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Key experience: Responsible for sorting and delivering post to clients and tenants; inputted customer/project data using Zoho CRM software and MS Excel; prepared/set up hired production spaces; manual handling (including heavy cleaning machinery); covered Front of House when necessary.

TRAINING, EDUCATION AND QUALIFICATIONS

AIM, Bauer Academy & BBC, Salford – Level 4 Media Production Co-ordinator, **Distinction** – Jan 2022-June 2023

BBC Academy Training Jan 2022 – Present incl. Safeguarding – Advanced; Co-ordinating UK Shoots; Foreign Shoots; Copyright; Post-production Paperwork; Budgeting; Kit & Intro to Drones; Production Health and Safety; Production Systems; Finance Systems; Purchasing Goods and Services; Artist And Contributor Requisitions.

Screenskills Certifications – Tackling Harassment and Bullying at Work (Oct 2025); Safeguarding for All (Oct 2025); BBC Studios Code of Conduct (Oct 2025); Working Safely at the BBC (Feb 2024); Addressing Unconscious Bias: Basic Awareness in the Workplace (Oct 2023); Coronavirus Basic Awareness on Production Training (Oct 2023).

High Speed Training – Workplace First Aid – June 2025

Fire Warden Training – Delivered by Anthony Yeowart GFireE – June 2025

Lazarus Training – First Aid on Location – May 2022

Online Albert Sustainable Production Training – Feb 2022

Durham University – English Literature BA (Hons), **First Class** – 2017-2020

Modules Included: **Shakespeare on Film, Medieval Literature, Arthurian Literature, Chaucer**

REFERENCES

Name: Judith Travis
Job title: Line Producer
Email: judith.travis.ext@bbc.com

Name: Judith Coker
Job title: Line Producer
Email: Judith.coker@bbc.com