


ELLIE COULT

PRODUCTION ASSISTANT


 ellie.coult@outlook.com

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 [linkedin.com/in/ellie-coult-](https://www.linkedin.com/in/ellie-coult-)

 Clean Driving License
- own a car

 Over 21

 Manchester & Yorkshire
- willing to relocate

PROFILE

An incredibly ambitious, tenacious and resourceful individual, with a passion to be a part of world-impacting content creation. With many desirable transferable skills from Theatre Production & Unscripted Television work, I'm keen for hands on experience anywhere around the world and exploring different sides of Production.

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

FACTUAL & UNSCRIPTED CREDITS

Children in Need 2023 BBC Studios September - November 2023 (Present)	Production Management Assistant	LP: Sara Hulme PM: Katrin Lewis PC: Katie Williams
'Controversially' (working title) 'Back to the 70's' (working title) BBC Studios / Channel 5 June - September 2023	Production Management Assistant	PM: Steve Brooks & Katrin Lewis PC: Darcey Evans & Jenna Colbert
Eurovision Song Contest UK Delegation BBC Studios April - May 2023 December 2022 (Junior Eurovision) April - May 2022	Production Management Assistant / Production Team	LP: Sara Hulme PM: Katrin Lewis PC: Katie Sinclair PC: Darcey Evans
Comic Relief 2023 BBC Studios January - April 2023	Production Management Assistant	LP: Sara Hulme PM: Kate Ryan PC: Katie Williams
Children in Need 2022 BBC Studios November 2022	Production Assistant	LP: Sara Hulme PM: Steve Brooks PC: Katie Williams
Question of Sport Series 52 BBC Studios June - October 2022	Production Management Assistant	PM: Katrin Lewis PC: Katie Sinclair

OTHER RELEVANT EXPERIENCE

Bar Work Heslam Park & Wetherspoons 2019 - 2021	Bar Manager & Bar Assistant	<ul style="list-style-type: none">• Customer Service• Team Management• Rotas & Cash handling
Theatre Production Royal Central School of Speech & Drama 2017 - 2019	Stage Manager, Deputy Stage Manager & Assistant Stage Manager roles across various productions	<ul style="list-style-type: none">• Ran Tech & Dress Rehearsals• Adapted scripts, blocked movements & collaborated with Actors
Outdoor Pursuits ArialTrail Ltd. 2016 - 2021	ERCA Qualified High Ropes Course Instructor	<ul style="list-style-type: none">• Customer Service• Working at Height• Equipment Checks

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SKILLS & EXPERIENCES

- Microsoft Office Software
- Problem Solving Skills
- Logistics & planning
- Organised
- Takes initiative
- Works well individually & as a team
- Multi-tasking
- Customer Service / Dealing with the public
- Confident public speaking
- Communication & Negotiating skills
- Cash Handling
- Manual Handling & Working at Height
- GDPR Regulations
- Passport – Ready to travel
- Own Vehicle
- DBS Checked
- Working with High Profile Talent
- Child Licensing & working with Chaperones
- Experience with Diamond Diversity Program
- Camp America Program Participant 2017

TRAINING

CallTime Ready, June 2023



CALLTIME READY CERTIFICATE NUMBER: cert_1zgcqwf3

ScreenSkills: From script to screen – an introduction to how scripted content gets made, June 2023

Albert Sustainable Production Training, December 2022



ALBERT Trained, 2022
Sustainable Production

ScreenSkills / The Callsheet: Step Up to Production Coordinator (HETV & FILM), December 2022

Fire Warden Training at Work, August 2022

Emergency First Aid at Work (RQF), July 2021

Mental Health First Aid for Adults, September 2020

European Ropes Course Association (ERCA), June 2016 & 2019

EDUCATION

Production Management Fast Track Apprenticeship

BBC / All Spring Media / Bauer Academy

- Distinction in Level 4 Media Production Co-Ordinator Qualification
- January 2022 – September 2023

Theatre Production (Stage Management)

Royal Central School of Speech & Drama

- Diploma of Higher Education in Theatre Practice (Stage Management)
- October 2017 – June 2019

REFERENCES

Contact details available at request

MARK HANNELL – Head of Production, BBC Studios, Entertainment & Music

SARA HULME – Line Producer, BBC Studios, Entertainment & Music

KATIE WILLIAMS – Production Coordinator, Unscripted, Freelancer