

**Vida Green**  
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## Personal Profile

I am a Bristol-based Production Coordinator, currently working in the Natural History Unit at the BBC and I am pursuing a career in Production Management. I have experience in unscripted and natural history content, setting up complex shoots in the UK and internationally. I was selected as one of Edinburgh TV Festival's '[Ones to Watch](#)' for 2023.

## Skills

- Setting up complex shoots: boat/underwater filming, charter planes, helicopters, rope access, GSS/Shotover
- Managing budgets over £1M using different systems including PMI.
- Setting up remote international shoots
- Call sheets, medevacs, RAs, visas, work permits, filming permits
- Drafting and negotiating contracts for locations, freelance crew and contributors
- Post-production paperwork and Silvermouse
- Overseeing insurance and legal requirements for shoots.
- Petty cash handling and expense reconciliation.
- Arranging carnets, C&E1246 Forms and international kit lists for temporary import/export.

## Experience

### 04 Jan 2022 - Present | Production Coordinator | BBC Studios

*Untitled Natural History Programme | US SVOD Service | JPM: Emily Hallett, Line Producer: Mel Hoffman*

### (1 year, 9 months) March 2020 – 23 Dec 2021 | Production Coordinator | Wild Space Productions

*Our Living World | Netflix | Production Manager: Jo Armstrong Davis, Line Producer: Tina Razdan*  
*Blue-chip natural history series filming in remote locations worldwide. Sending UK crews internationally and working with local crews in different countries, managing a budget of £1,000,000, working with fixers and scientific researchers, arranging temporary import and export of kit, obtaining filming permits, implementing legal, insurance and safety measures as required.*

### (3 months) | Jan 2020 – March 2020 | Production Coordinator | Wild Space Productions

*Our Great National Parks | Netflix | Production Manager: Jodie Allt*

### (Various days) | Sept – Dec 2019 | Production Coordinator | BBC Studios

*Antiques Roadshow Series 42 'What Happened Next?' Special | BBC One | Production Manager: Anna McGill*

### (9 months) | 04 Mar 2019 – 20 Dec 2019 | Production Management Assistant | BBC Studios

*Antiques Roadshow Series 42 | BBC One | Production Manager: Anna McGill*  
*First point of contact for team of 100 people made up of production staff, film crew and Experts. Arranged flights, accommodation and other travel. Contracted suppliers to arrange location services. Raised contracts for Experts and crew. Managed post-production paperwork and oversaw copyright clearance on music and artwork featured in the programmes.*

### (Various days) | Dec 2018 | Production Management Assistant | BBC

*What We Were Watching: Christmas 1988 | BBC Four*

### (8 months) | 17 Jul 2018 – 03 Mar 2019 | Production Management Assistant | BBC – TV & Media Operations Department

*Staff role. Worked closely with PCs in BBC Repeats & Reversioning Team and channel schedulers for BBC1 & BBC2 to arrange repeat broadcasts. Calculated costs of broadcasting repeat programmes. Arranged edits and sourced media to ensure programmes were in compliance with BBC policies and guidelines. Updated post-production paperwork as required.*

### (2 weeks) | 11 Jun 2018 – 23 Jun 2018 | Production Secretary | Keshet UK

*24 Dates in 24 Hours (w/t) - Proof of Concept | UKTV*

### (1 year, 5 months) | 24 Jan 2017 – 09 July 2018 | Operations & Team Assistant | Keshet UK

*In-house role. Assisted with office and production duties.*

## Education & Courses

### Courses & Talent Schemes

- Edinburgh TV Festival 'Ones to Watch' 2023
- First Aid in Remote Locations (February 2022, expires on 2nd February 2025)
- Carbon Literacy Training (day course, June 2018, Albert)

### University (The University of Edinburgh 2012 - 2016)

- MA Hons German & Linguistics (2.1)

## Other Interests & Activities

Gardening, hiking, foreign languages/cultures