

EVE OSBORNE | PRODUCTION COORDINATOR

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A dedicated Production Coordinator with a proven track record in managing all aspects of television production. Meticulous in planning, paperwork and problem-solving in high-pressure environments. I'm known to have a positive, and adaptable approach which fosters collaboration within diverse teams. My experience covers presenter-led factual programming, entertainment, children's and education, comedy, and documentary formats. Both scripted and unscripted. Looking to further my career in Production Management and I'm eager for my next professional challenge.

SKILLS AND EXPERIENCE

- Full clean UK driving licence
 - Managing crew and schedules on location
 - Accommodation and travel logistics
 - Post production paperwork (Nat Geo, BBC UKTV, Channel 4)
 - Studio and location filming
 - Confident liaising with locations, suppliers, contributors and high profile talent
 - Advanced First Aider 2023
 - Albert start up and completion
 - Telephone and email etiquette
 - Card reconciliation, managing floats and processing expenses, PMI & Just Produce
 - Daily filming schedules, call sheet building and distribution
 - Hiring crew at various levels and negotiating rates and contracts
 - Music and Archive clearance
 - Child licencing and working with children
 - Permits and releases
 - Silvermouse data entry and completion
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TV EXPERIENCE

KING OF SUNSHINE PRODUCTIONS • POST PRODUCTION COORDINATOR • MEET THE RICHARDSONS S5 10 X 30' • UKTV • NOVEMBER 2023 – CURRENT

SOHO STUDIOS ENTERTAINMENT • PRODUCTION COORDINATOR • DEVELOPMENT SHOOT • NOVEMBER 2023

KING OF SUNSHINE PRODUCTIONS • PRODUCTION COORDINATOR • WORKING TITLE PILOT • BBC • OCTOBER 2023

KING OF SUNSHINE PRODUCTIONS • POST PRODUCTION COORDINATOR • THE UK'S NATIONAL PARKS WITH CAROLINE QUENTIN 4 X 45' • MORE4 • SEPTEMBER 2023 – OCTOBER 2023

KING OF SUNSHINE PRODUCTIONS • PRODUCTION COORDINATOR • MEET THE RICHARDSONS S5 10 X 30' • UKTV • MAY 2023 – OCTOBER 2023

KING OF SUNSHINE PRODUCTIONS • PRODUCTION COORDINATOR • THE UK'S NATIONAL PARKS WITH CAROLINE QUENTIN 4 X 45' • MORE4 • MARCH 2023 – MAY 2023

KING OF SUNSHINE PRODUCTIONS • POST PRODUCTION COORDINATOR • MEET THE RICHARDSONS S4 10 X 30' • UKTV • DECEMBER 2022 – FEBRUARY 2023

KING OF SUNSHINE PRODUCTIONS • PRODUCTION COORDINATOR • JON&LUCY'S ODD COUPLES 6 X 45' • CHANNEL 4 • OCTOBER 2022 – MARCH 2023

KING OF SUNSHINE PRODUCTIONS • PRODUCTION COORDINATOR • MEET THE RICHARDSONS S4 10 X 30' • UKTV • MAY 2022 – OCTOBER 2022

BBC • PRODUCTION MANAGEMENT ASSISTANT • CHILDRENS PRESENTATION (CBBC/CBEEBIES) • JANUARY 2022 – MAY 2022

RENEGADE PICTURES • PRODUCTION COORDINATOR • CAR SOS S10 10 X 60' • NATIONAL GEOGRAPHIC • JUNE 2021 – JANUARY 2022

RENEGADE PICTURES • PRODUCTION SECRETARY • THE MILLIONAIRESS AND ME • CHANNEL 4 • JUNE 2021 – SEPTEMBER 2021

OTHER EMPLOYMENT

HAYS TRAVEL ON BEHALF OF THE NHS • NHS 119 CALL HANDLER & CUSTOMER SERVICE REPRESENTATIVE • APRIL 2020 – JUNE 2021

TUI GROUP • ENTERTAINMENT DELIVERY TEAM LEADER (SPAIN, FINLAND, CYPRUS, TURKEY, GREECE, LAPLAND) •
APRIL 2017 – MARCH 2020 (*SEASONAL CONTRACTS*)
TGI FRIDAYS • RESTURANT HOST AND WAITRESS •
DECEMBER 2016 – DECEMBER 2019 (*CONTRACTS*)
PIZZA HUT • FRONT OF HOUSE TEAM MEMBER •
DECEMBER 2014 – DECEMBER 2016

EDUCATION

2014 – 2016 • Sheffield Springs Academy Sixth Form • Level 3 Extended Diploma in Performing Arts (A*,A*,A), Business A-Level (A*)
2009 – 2014 • Sheffield Springs Academy • 12 GCSE qualifications from grade B-A* including Maths and English.

REFERENCES AND FURTHER EMPLOYMENT DETAILS ARE AVAILABLE UPON REQUEST.

GDPR STATEMENT: THIS CV MAY BE KEPT ON FILE AND DISTRIBUTED FOR EMPLOYMENT PURPOSES.