

Edward Charles

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Production Coordinator/APOC

Key Skills

- Compiling progress reports and production logs
- Digital distribution of paperwork/unit lists/call sheets
- Sourcing and assisting with booking crew
- Raising requisitions and POs
- Excellent verbal and written skills
- Outstanding proof-reading and editorial skills
- Clearing music
- Proven time management skills and ability to meet challenging deadlines
- Able to work effectively as part of a team as both team member and task leader
- Confident in using MS Office and key social media platforms
- Using SilverMouse
- Booking accommodation and transport

Employment History

JULY 2023 TO SEPTEMBER 2023

Production Coordinator, Drama – Lucy Worsley on Holmes vs. Doyle | BBC Studios

- 3 x 60' series for The Documentary Unit // Line Producer – Carolyn Stopp

MAY 2023 TO JUNE 2023

Production Coordinator, Drama – Uncanny | BBC Studios

- 3 x 60' series for The Documentary Unit // Line Producer – Lou Gallagher // PM – Nicola Casey

JANUARY 2022 TO DECEMBER 2022

Production Coordinator – Doctors – Series 23 & 24 | BBC Studios

- 84 x 30' episodes. Line Producer – Nichol Hoyer // Production Manager – Andy Richardson

JUNE 2021 TO NOVEMBER 2021

Production Coordinator – Holby City – Series 23 | BBC Studios

- 8 x 60' episodes. Line Producer – Lynn Grant // Production Manager – Adam Byfield

AUGUST 2019 TO JUNE 2021

Freelance Writer - Film Stories

- Writing reviews and articles for the independent film magazine, Film Stories.

JULY 2019 TO MAY 2021

Assistant Producer – Mark Kermode Live in 3D

- Producing Mark Kermode Live in 3D, a monthly ninety-minute live show at BFI Southbank. Show consisted of a variety of regular features and sees Mark joined live on-stage by multiple guests.
 - Researching, selecting and booking talent, via agents and PR representatives
 - Developing and producing the script
 - Liaising with, and working alongside, key BFI staff
 - Ensuring everything ran smoothly on the day of the event

JANUARY 2020 TO MARCH 2020

Cinema Marketing Assistant – Barbican Centre

- Working on the new release campaigns, in addition to seasons of specialised programming

GDPR Statement: This CV may be kept on file and distributed for employment purposes.

- Compiling weekly film listings and communicating with press and Barbican members
- Assisting in the design and production of in-house weekly cinema assets
- Creating social media ads
- Creating web-pages

MAY 2019 TO MARCH 2020

Editorial and Marketing Assistant - Film Stories

- Working on the digital marketing for Film Stories, a new monthly, independent print magazine.
 - Overseeing social media accounts, including creating and developing content to schedule and share
 - Developing marketing strategies to expand the reach and scope of the magazine's readership
 - Proof-reading articles for publication
- In June 2019, I aided in the development campaign for the launch of Film Stories Junior, a new magazine aimed at children aged 15 years and under that expands the Film Stories brand. This involved launching and maintaining a Kickstarter campaign to raise funds to launch the project. The campaign was successful, with the project exceeding its target, and the first issue of the magazine was published in July 2019.

Education

SEPTEMBER 2015 TO JUNE 2018

BA Film and Literature (First Class Honours) / University of Warwick

SEPTEMBER 2012 TO MAY 2014

International Baccalaureate Diploma (attained 41 points - equivalent to 4 and a half A* A-Levels) / St. Benedict's Sixth Form, Alcester

SEPTEMBER 2007 TO MAY 2012

12 GCSEs A*-B (including Maths and English) / St. Benedict's High School, Alcester

Other Experience

JANUARY 2020

Production Assistant for Kermode on Film Live at IFFR 2020

- Assisted in producing a live recording of Mark Kermode's weekly podcast at the International Film Festival Rotterdam. Role included producing script and assisting in the running of the event.

JUNE 2019

Production Assistant for the Nicolas Roeg memorial at the BFI

- Produced a memorial event for the late Nicolas Roeg at BFI Southbank, alongside Mark Kermode, HLA Agency, and BFI staff

APRIL 2018

Research Assistant for 'Remembering Coventry: Ghost Town'

- Acted as a research assistant for 'Remembering Coventry: Ghost Town', a week-long exhibition celebrating Coventry's local television history. The exhibition was co-curated by researchers from the University of Warwick and the Media Archive for Central England

FEBRUARY 2018

Programming and Organizing a 'Scary Women: Women in Horror' Film Festival