

Kim Lewis

Assistant Production Coordinator

Tel: 07710 791280 Email: kim.lewistv@gmail.com Based: Bristol Clean Driving licence / business insurance

I have recently moved across to HETV and Film after working as a Stage Manager in Theatre.

TV and Film Credits:

Assistant Production Coordinator	Men (Feature Film)	Harper Films Ltd	Jan 2021 – June 2021
Co Producer: Cahal Bannon	Production Manager: Helen Bater		

Responsible for all cast and crew travel & accommodation for a shoot predominantly on location in the Cotswolds, setting up and managing all production office facilities including health and safety arrangements, connectivity and office equipment.

Covid Assistant	McDonald & Dodds (S2)	Mammoth Screen Ltd	Oct 2020 – Dec 2020
Line Producer: Andy Kitching	Production Manager: Sarah Howie		

Responsible for booking all cast and crew tests, keeping logs, daily health declaration, & PPE stock.

Theatre credits:

Stage Manager & DSM - Matilda The Musical - International Tour	GWB Entertainment	2018 – 2020
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Deputy Stage Manager– Jane Eyre UK Tour	National Theatre Productions	2017
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Deputy Stage Manager - Mamma Mia! The Musical - International Tour	Littlestar	2013 – 2016
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1999 – 2013 - Deputy Stage Manager at West Yorkshire Playhouse for 7 years & 3 years at Sheffield Crucible Theatre as both Deputy Stage Manager and Assistant Stage Manager plus various productions at Theatre Royal Bath, Watford Palace, Lyric Hammersmith, and The Royal Theatre Northampton.

Skills:

Experience of DPO, Setkeeper, and Team Engine

Liaising between departments and keeping to tight deadlines

Problem solving and logistics

Training:

Production Coordinator Training	<i>The Production Guild</i>	<i>September 2021</i>
Coronavirus Basic Awareness on Production Training	<i>Screenskills</i>	<i>September 2021</i>
Covid-19 Supervisor Course	<i>First Option / ITV</i>	<i>November 2020</i>
Managing Covid-19 Risks On Production	<i>First Option</i>	<i>October 2020</i>
Reboot: TV Production Skills (short course)	<i>Leeds Trinity University</i>	<i>September & October 2020</i>
Sustainable Production Training	<i>Albert</i>	<i>September 2020</i>

THIS CV MAY BE KEPT ON FILE AND DISTRIBUTED FOR EMPLOYMENT PURPOSES. REFERENCES ARE AVAILABLE ON REQUEST