

# JOSEPHINE ARMSTRONG

## PRODUCTION COORDINATOR

### CONTACT

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### PROFILE SUMMARY

Production Coordinator with experience across film and high-end television, supporting productions from prep through to delivery in fast-paced environments. Skilled in coordinating logistics, managing production documentation, and liaising across departments to ensure smooth day-to-day operations. Willing to relocate through-out the UK.

### SKILLS

- Scheduling & Call Sheets
- Cast & Crew Contracts
- Travel & Accommodation
- Visa Requirements
- Clearances
- Progress Reports
- Production Documentation & Deliverables Tracking
- Final Draft
- Softwares - Excel, Setkeeper, Team Engine etc
- Liaising with Vendors & raising PO's

### EXPERIENCE / CREDITS

- **TREASURE ISLAND (UK UNIT)** FEB 2026  
PRODUCTION COORDINATOR | Playground Entertainment
- **BLACK CHURCH BAY** JULY - SEPT 2025  
PRODUCTION COORDINATOR | The Bureau & Ossian International
- **A GOOD GIRL'S GUIDE TO MURDER - S2** FEB - JULY 2025  
PRODUCTION COORDINATOR | Moonage Pictures
- **THE FAMOUS FIVE - S2** AUG - NOV 2024  
PRODUCTION COORDINATOR | Moonage Pictures
- **THE FORSYTES - S1** FEB - AUG 2024  
ASSISTANT PRODUCTION COORDINATOR | Mammoth Screen
- **A GOOD GIRL'S GUIDE TO MURDER - S1 (P/UPS)** JAN 2024  
PRODUCTION SECRETARY | Moonage Pictures
- **SURVIVING EARTH** OCT - NOV 2023  
PRODUCTION SECRETARY | My Accomplice & Sona Films
- **A GOOD GIRL'S GUIDE TO MURDER - S1** MAY - SEPT 2023  
PRODUCTION SECRETARY | Moonage Pictures
- **THE WASP** OCT - DEC 2022  
PRODUCTION SECRETARY | XYZ Films
- **DOC MARTIN - S10** DEC 2021 - AUG 2022  
PRODUCTION ASSISTANT | Buffalo Pictures
- **INSIDE MAN** AUG - OCT 2021  
PRODUCTION ASSISTANT | Hartswood Films
- **MEN** MAR - JUNE 2021  
PRODUCTION ASSISTANT | DNA Films & A24

### EDUCATION

- 2013 - 2016  
LONDON SOUTH BANK  
UNIVERSITY
- BA (Hons) Film & English

References available upon request

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