

# Michelle Franklin

E: [michelle.franklin@mac.com](mailto:michelle.franklin@mac.com) M: 07979 961001

## EXPERIENCE

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- May – July 2024** **The Choral – BBC Films/Sony Pictures – Feature Film**  
**Production Coordinator** – Nicholas Hytner directed feature, written by Alan Bennett, based in Yorkshire. Filming across locations in Saltaire, Harrogate, Hebden Bridge and in the studio in Leeds.
- June – Sept 2023** **McDonald & Dodds Series 4 – Mammoth Screen – 3 x 90mins ITV Drama**  
**COVER for Production Manager and Production Coordinator** – I worked specific dates on this production (based in Bristol and Bath) to cover firstly the Production Manager for the last week of prep and first week of production immediately followed by covering the Production Coordinator in June then again in July and September.
- Sept '22 – Jan 2023** **Something in the Water – Dan Films/Studio Canal – Feature Film**  
**Production Coordinator** – *Something in the Water* is a Studio Canal female lead adventure thriller shot in the Dominican Republic. I was the Key Production Coordinator managing the Dominican Republic (DR) production team initially from the UK and then from the DR during shooting. Majority local crew with UK HOD's. I lead on international shipping and managed travel and accommodation for UK Cast and Crew.
- April – June 2022** **Storm School – Dan Films – UK element of international feature film**  
**Production Coordinator** – Setting up and coordinating a 2-week UK pick-up shoot for an international feature film. A very small team, so the Production Manager and I worked very closely together to pull all the elements together. Based in Weymouth to recreate race scenes from the London 2012 Olympic sailing competitions.
- Mar '20 – March '22** **ScreenSkills – Film Team**  
**Trainee Finder Lead** – Managing the organisation's new entrant trainee finder scheme for feature films being shot in the UK. Engaging with productions across the UK to help recruit trainees, whilst working with the trainees and providing them support and training to help them with their career prospects. This was a mid-senior level role.
- Jan – Feb 2020** **Venom: Let There Be Carnage – Sony Pictures feature film**  
**Art Department Coordinator** – I replaced the department coordinator for the final week of shooting and wrap.
- July – Dec 2019** **A Suitable Boy – Lookout Point – 6 x 60mins BBC Drama**  
**UK Production Coordinator based partly in London and Lucknow, India**  
  - When based in the UK in pre-production I organised all travel, transport, and accommodation (except for anything local in India) for Cast and Crew.
  - I carried out Health, Safety and BBC Compliance training for all International and India cast and crew.
  - I worked in Lucknow, India for 6 weeks in total (5 weeks pre-production and 1 week of shoot).
  - On my return to the UK, I worked part-time from Lookout Points London office completing the Albert Certification and doing all Script, Art, Pros and Music Clearances.
- June 2019** **Bare – Raindog Films / BFI – Test Shoot for BFI Feature Film**  
**Production Coordinator based in London for 3 weeks for a two-day shoot**  
  - Based at the Raindog Films offices in Soho, I was Production Coordinator for a test shoot funded by the BFI for Lorna Tucker's first feature film.
- March – May 2019** **Hitman's Wife's Bodyguard – Millenium Films – Feature Film**  
**Production Coordinator for Marvel Pick-up, APOC & Shipping Coordinator** - Based in West London  
  - Production Coordinated a VFX Pick up shoot on behalf of HWB for US Marvel Feature film in Croatia as HWB couldn't release a cast member, so we facilitated the shoot with our crew.
  - Whilst based at the Unit Base in Greenford I was an APOC, but also coordinated all the shipping of equipment/props/costume/make-up/editorial/facilities move from London to Croatia in March and April.
- Oct '18 – March '19** **Temple Series 1 – Hera Pictures – 8 x 60mins Sky Drama**  
**Assistant Production Coordinator** - Based in West London  
  - Based at the production office in Southall with a stage and several sets as well as London locations.
  - I worked closely with the Production Manager offering support with crewing, purchase orders and equipment deliveries and returns.
  - I also worked closely with the Producer and Script Editor with issuing Scripts and Script Amendments.
  - I also managed and carried out all script, prop, production, art, publishing, music clearances. I coordinated the negative check reports with Sarah Hughes.
  - I processed financial data with purchase orders and set up new suppliers on our online P.O. system.
  - I organised publicity photo shoots and video shoots for the EPK package, liaising with the Producer and Sky publicity teams. For the EPK shoots I was responsible for the budget and reporting back to the Line Producer and Production Accountant on costs
- June – Oct 2018** **Good Karma Hospital Series 3 – Tiger Aspect Productions – 6 x 60mins ITV Drama**  
**UK Production Coordinator** - Based at Tiger Aspect Productions in the UK  
  - Coordinating the Sri Lankan based shoot from London with responsibilities organising and booking all international travel and shipping I was the main liaison for the production in Sri Lanka and the Tiger Aspect UK based Executive Producers, Script Executives and Head of Production
- Jan – June 2018** **Lyrebird (Working Title) – Imperative Entertainment – Feature Film**  
**Art Department Coordinator** - Based at Twickenham Studios  
  - Coordinating the Art Department and assisting the Production Designer on this World War 2 set film based on the scandal of the Dutch art forger Han van Meegeren. Shooting took place between London and Amsterdam.
- Aug – Dec 2017** **Fantastic Beasts & Where to Find Them 2 – Triton Films / Warner Bros – Feature Film**  
**Travel & Accommodation Coordinator** - Based at Leavesden Studios  
  - Coordinated Travel & Accommodation for Cast, HOD's and Crew, including Cast and Crew companions
  - Location travel included Wiltshire (Main Unit), Suffolk (2<sup>nd</sup> Unit), Switzerland (Art Department and VFX) and Paris (VFX) as well as UK and European Recce's and Set Dec/Art Department travel
- June – August 2017** **Overlord – Gower Avenue Films/Paramount – Feature Film**  
**Props Department Coordinator** - Based at Leavesden Studios  
  - Liaising with the Production and Accounts department on Contracts, Payroll, Travel & Accommodation
  - Managing logistics for Props and Set Dec collections and deliveries
  - Assisting the Prop Master with managing set and location builds and strikes

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| Feb – May 2017                     | <b><u>Stan and Ollie – Bowler Hat Films/Fable Pictures – Feature Film</u></b><br>Assistant Production Coordinator – London shoot w/ travel to Bristol/Birmingham/Loughborough/Dudley/Worthing  |
| March – Oct 2016                   | <b><u>Humans Series 2 – Kudos/Channel 4/AMC – 8x60mins Drama</u></b><br>Assistant Production Office Coordinator - Based at Elstree Studios<br>- London shoot with 1 week in Berlin, 2 weeks in Margate and 2 <sup>nd</sup> Unit in Wales<br>4 U.S. based Cast and 1 U.S. based Director - I arranged visas, travel & accommodation for shoot and cast/director as well as child licenses.  |
| June – Dec 2015                    | <b><u>The Crown Series 1 – Left Bank Pictures/Netflix – 10x60mins Drama</u></b><br>Assistant Production Office Coordinator - Based at Elstree Studios<br>- My main responsibilities were to manage the production office base at Elstree Studios whilst the Key Coordinator and key APOC were on the road with the shoot, supporting studio based crew and HOD's prepping for upcoming blocks.<br>- I also managed all the UK travel and accommodation for the cast and crew.  |
| March '14 – June 2015              | <b><u>Global Drama Department – FremantleMedia</u></b><br>Global Drama Coordinator<br>- Coordinating key talent travel and logistics for Drama Sales at festivals and markets to take part in press and sales pitches either in pre-sales stage or during and after production.<br>- Worked closely with the Sales Teams on the deliverables from the production company and liaising with Producers during development, production and post-production on the dramas FM acquired to provide any necessary assistance.   |
| June – Oct 2013                    | <b><u>Penny Dreadful Series 1 – Neal Street/Sky Atlantic – 8x60mins Drama</u></b><br>London Assistant Production Office Coordinator/Travel & Accommodation Coordinator   |
| May 2013                           | <b><u>Festival Coordinator - AI and Icon Films</u></b> at the Cannes Film Festival in May  |
| Jan '12 – Jan 2013                 | <b><u>Junior Acquisitions, Development and Production Executive – The Weinstein Co.</u></b><br>Based at The Weinstein Company's UK office, I was Junior Acquisitions, Development and Production Executive liaising with the NYC and LA office prepping for festival markets and sharing production/talent information. I was also Harvey Weinstein's European Assistant handling and organising meetings, screenings, travel (travelling with him) and administrative tasks whilst he was in the UK or Europe, on average once a fortnight. One of my main roles was to find and nurture new and upcoming talent in the UK, for potential future collaboration with the company.  |
| March '08 – Jan 2012               | <b><u>Executive Assistant to Tanya Seghatchian, Film Fund – BFI, formerly UK Film Council</u></b><br>The BFI's Film Fund uses UK Lottery funds to nurture and invest in a diverse mix of first-class filmmakers UK; to discover and develop new talent; and to support the production of films in the UK. My role in the department as the EA to the Head of the Film Fund involved diary management, organizing extensive national and international travel, administrative and secretarial support as well as providing creative back up in the form of tracking talent, writing reports, script notes, minutes of meetings and research briefs as directed. When I first started working in Tanya's department (when it was at the UK Film Council) I was a freelancer on and off for a year, which eventually led to a permanent role as a Project Co-ordinator for Lizzie Francke and Bradley Quirk, supporting the process of decision-making on funding by ensuring the accuracy of all paperwork, databases and systems whilst also providing PA support as needed and liaising with Production Finance and Business Affairs across the progress of funded projects. After eight months in this role I was promoted and became Tanya's EA. |
| Dec '07 – Feb 2008                 | <b><u>Hotel Babylon Series 3 – Carnival Films/BBC1 – 8x60mins Drama</u></b><br>Post Production Secretary   |
| June – Dec 2006                    | <b><u>Hotel Babylon Series 2 – Carnival Films/BBC1 Drama – 8 x60m</u></b><br>Production Secretary  |
| June – Oct 2007                    | <b><u>Miss Austen Regrets – BBC Films – 90min Drama</u></b><br>Production Secretary  |
| Feb – June 2007                    | <b><u>Sense &amp; Sensibility – BBC1 Drama – 3x60mins Drama</u></b><br>Production Secretary  |
| Dec '04 – Jan 2006                 | <b><u>Assistant to Jane Featherstone – Joint M.D. of Kudos Film and Television</u></b><br>PA duties including diary scheduling, extensive national and international travel. I was involved in productions including <i>Spooks</i> seasons 4 & 5, <i>Hustle</i> season 2 & 3, <i>Life on Mars</i> season 1.  |
| July – Dec 2004<br>July – Dec 2003 | <b><u>The Inspector Lynley Mysteries, Series 3 &amp; 4 – BBC 1 Drama – 4x90mins Drama</u></b><br>Production Runner – Producer, Series 4: Christopher Aird Producer, Series 3: Jenny Robins   |
| 2002/2003                          | <b><u>Office Runner – Carnival Films</u></b>   |

## EDUCATION

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| 2002 | BA (HONS) Film & Animation, Arts Institute at Bournemouth. Specialisation: Producing, 2:1           |
| 1999 | N.D. Art, Media and Design, University of the West of England, Bristol. Specialisation: Photography |
| 1998 | A Levels: Theatre Studies, English and Classical Civilisation. Talbot Heath School, Bournemouth     |

REFERENCES – AVAILABLE ON REQUEST

GDPR STATEMENT: THIS CV MAY BE KEPT ON FILE OR SHARED FOR EMPLOYMENT PURPOSES