

NICK EVAN-COOK - TV & Film Coordinator

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PROFESSIONAL SUMMARY

A highly-organised, fast-thinking and communicative Film & TV Coordinator with 8 years of wide-ranging experience in the UK and Canadian HETV and film industry in Production, Post, Development, and Exec Assisting, recently returned to the UK after 2 years working in Toronto.

I am actively looking for work in a Coordinating capacity. Thanks to the breadth of my experience, I am comfortable and adept at working in many areas of the industry, so I am happy to work wherever an exciting opportunity arises. I have bases in both London and Bristol, so can work in both, as well as remotely.

I have an MA in Producing for Film & TV, and have outstanding industry references in the UK and Canada.

CORE SKILLS

- Scheduling & Diary Management
- Inter-departmental Communication
- Accounting - Budgeting and Expense Management, PO and Invoice Creation
- Travel, transport, and Accommodation
- Team/Office Management and Leadership
- Tracker/Log Creation and Maintenance

Production

- Facilities & Equipment Coordination
- Vehicle Fleet Management
- International & Domestic Shipping
- Paperwork Distribution & Scenechronize
- Studio & Location Liaison
- Tech Consumables Purchasing
- Production Paperwork & Filing Management
- Production Office Setup

Post Production

- Post Workflow Planning and Setup for Shoot
- Running Spotting Sessions for Grade, Mix, ADR
- Booking and Coordinating ADR (UK & International)
- Coordinating DI and Mix Sessions, incl. Memos
- VFX Coordination & Shot Tracking
- Clearances & Stock Footage Sourcing
- Coordinating Test Screenings
- End Crawls
- Delivery Assets & Paperwork

PROFESSIONAL EXPERIENCE

Post Operations Manager / Post Producer's Assistant Fly-By-Wire Filmworks

(Oct 2022 to Jun 2024)

Providing operational and project-based support for a Post Production service company. Projects worked on include [THE EXORCIST: BELIEVER](#) (see below), Canadian features [FITTING IN](#) and [WIND RIVER: RISING](#), and US feature [NUTCRACKERS](#) (which recently opened TIFF 2024). Contact: [Andre Coutu](#)

Post Production Coordinator

THE EXORCIST: BELIEVER (Blumhouse / Universal)

(Jan 2023 to Sep 2023)

I was deeply involved from post-workflow planning for an international shoot, up until final delivery to the studio. Role involved booking and coordinating all ADR and crowd sessions, coordinating DI and mix sessions, VFX coordination and database maintenance, clearances and stock footage sourcing, coordinating multiple preview screenings across the US, post accounting, creating and updating the end crawl, and final delivery of assets and paperwork for multiple formats. Post Production Producer: [Andre Coutu](#)

Post Production Coordinator

THE CROWN S5 (Left Bank Pictures / Netflix)

(Mar 2022 to Jul 2022)

This role involved coordinating and executing ADR sessions for all cast members, both in the UK and abroad, and in multiple languages. I worked closely with all Directors and talent throughout, facilitating sound spotting sessions, and giving editorial input and offering research-based historical context when suitable. I collaborated

with the Sound and Script teams to generate scripted material, and scheduled studio time to record sessions with our cast, all achieved to tight delivery deadlines. Post-Production Producer: Nicki Mousley | Directors: Jessica Hobbs, Alex Gabassi, Erik Richter-Strand, Christian Schwochow

Key Production Secretary

THE CROWN S5 (Left Bank Pictures / Netflix)

(Apr 2021 to Mar 2022)

I was the first point of contact in the Production department for day-to-day queries and issues for all other departments, including Costume, Construction, Electrical and Transportation. I organised international shipping and travel, hire of shooting facilities and equipment trucks, crew access to secure shooting locations, distribution of paperwork and assisted on large-scale travel and accommodation movements. I liaised with the film studio to manage our ever-changing requirements, fix maintenance issues and maintain good relations. Co-Producer: Eve Swannell • Sup. PM: Carrie Banner • POC: Becki Warren

Development Assistant

Working Title TV

(Jan 2020 to Mar 2021)

Internal change of role and title. Here I provided my team with insightful and critical script coverage for multiple submissions per week, and logged and tracked all incoming material and its ongoing status. I also prepped pitch decks for selling new projects to broadcasters and SVOD platforms. Contact: Surian Fletcher-Jones

Producer Support

WE ARE LADY PARTS (Working Title TV / Peacock / Channel 4)

(Jun 2020 to Oct 2020)

A secondment to assist the Producing team across prep and production on a 6x30' comedy show. Roles included scheduling and overseeing cast rehearsals and music rehearsals, as well as ensuring the smooth running of the daily COVID testing schedule for cast, crew, and SAs. Producer: John Pockock • Line Producer: Rachel Alabaster

Assistant to MD and Head of Comedy

Working Title TV

(Aug 2018 to Jan 2020)

I managed the diaries and travel of three busy TV Executives and served as office manager for a small team. During this role I also assisted the Lead Exec from pre-prep, throughout production and post-production, up to final delivery on [THE LUMINARIES](#), a 6x60' miniseries for BBC One. Alongside general Production support, this role involved sourcing HODs, liaising between Editorial, the production company and the broadcaster, and giving my own editorial notes on successive cuts. Contact: Mark Freeland, Surian Fletcher-Jones

Development & Production Intern

Working Title Films & Working Title TV

(Jul 2017 to Aug 2018)

Provided project-based support to the Head of Film Production and arranged meetings with Above-the-line crew and HODs. I managed an extensive HOD database and updated regularly with ongoing availabilities, and researched industry news updates, circulated internal reports, and maintained storage and file management systems to support team organisation. Contact: Mark Freeland, Surian Fletcher-Jones, SJ Wright

OTHER WORK

Proofreader / Copy Editor

Authentik Canada & Authentik USA

(October 2024)

Production Assistant & Rushes Runner

THE CROWN S2 (Left Bank Pictures / Netflix)

(Feb 2017 to May 2017)

Production Assistant (Prep)

MAMMA MIA: HERE WE GO AGAIN! (Playtone / Universal)

(May 2017 to Jul 2017)

Production Assistant

VICTORIA & ABDUL (Working Title Films / Universal)

(Jun 2016 to Dec 2016)

Production Secretary
WASTEMAN (PILOT) (Left Bank Pictures /
Comedy Central)
Apr 2016 to May 2016

Production Assistant (dailies)
THE CROWN S1 (Left Bank Pictures / Netflix)
Feb 2016 to Mar 2016

Post Production Intern
Creativity Media
Oct 2015 to Dec 2015

Bookseller
Waterstones
Sep 2013 to Sep 2014

EDUCATION

MA Producing, Film & Television (Distinction grade)
Royal Holloway, University of London
(Sep 2014 to Sep 2015)

BA (Hons) Film Studies (2:1 grade)
University of Exeter
(Sep 2010 to Jul 2013)