

Molly Foxen

PRODUCTION
COORDINATOR/T&A
COORDINATOR/APOC

Details

London/Bristol/Newcastle

Available To Relocate

+44 77 04410 498

mollyfoxenpc@gmail.com

Skills

Budgeting

Travel and Accommodation

Adobe Photoshop

Adobe Premier Pro

Final Draft

Microsoft Office

Team Engine

PMI/DPO/EAZY PO

Silvermouse

Profile

Experienced freelance Production Coordinator with over three and a half years delivering high-quality scripted and factual projects for top-tier production companies, including Number 9 Films, BBC Studios, and DNA Films. Skilled in travel and accommodation logistics, contract coordination, diary management, and championing environmental sustainability. Praised for coordinating dynamic production environments, building trust with cast and crew, and ensuring efficient workflow systems are maintained.

Employment History

Travel and Accommodation Coordinator | DNA Films | 28 Years Later | Newcastle/North Pennines/Lake District

2 Feature Films (*Producer – Bernie Bellew*)

JULY 2024 — NOVEMBER 2024

- ATL and Cast travel and accommodation
- Managing high profiled cast and assisting with requirements throughout; drivers, cottage set up and wrap.
- Sourcing cottages in remote areas for HOD's and Cast
- Negotiating hotel contracts
- Coordinating large scale crew unit moves
- TMO's, filing and accounting
- Overseas travel and visa's
- DPR Training
- IMDB Credit

Travel and Accommodation Coordinator | Number 9 Films | The Salt Path | Bristol Feature Film (*Producer – Caroline Levy*)

APRIL 2023 — AUGUST 2023

- Creating a master spreadsheet for budget management/logging accommodation for 70 crew members and 34 cast members
- Finance management/raising purchase orders/processing invoices for all T&A and couriers
- Management of all cast and crew requests for T&A and unit moves from Bristol down to Newquay
- Developed and maintained relationships with travel agents to ensure access to the best travel options and deals
- Trouble shooting and problem solving e.g., *Finding accommodation for 70 crew in a small town/village, in just over a week during the busy summer period after a huge schedule change*
- Managing TMO's, COS forms and flight information(overseas)
- Ensuring all health and safety guidelines were being followed/risk assessments and insurance
- Albert
- IMDB Credit

Production Coordinator | BBC Comedy | The Kemps: Yule Gold | London

Scripted Mocumentary (*Producer – Francis Gilson*)

JANUARY 2023 — MARCH 2023

- Managed all T&A for cast and crew, hotels, unit cars, trains, and taxis
- Diary Management, taking notes in script/production meetings and sending out crew memos
- Arranged child licenses on a tight deadline by coordinating with the correct council and school authorities
- Managed script amendments on final draft, generating sides daily and script distribution (with script amendment memos)
- Albert
- IMDB Credit

Assistant Production Coordinator | Altitude Film Entertainment | No Way Up | London

Feature Film (Producer – Analise Davis)

FEBRUARY 2022 — MAY 2022

- Key coordinator for all travel for cast and crew
- Pre-production COVID coordinator
- Key coordinator for the stunts crew, overseas travel/visas/medicals.
- Contracting stunts - PACT/EQUITY Agreements
- Working closely with 2nd AD for all cast requirements
- IMDB credit

Production Coordinator | Riverstone Pictures | Lord of Misrule | London

Feature Film (Producer – Nik Bower)

SEPTEMBER 2021 — DECEMBER 2021

- Coordinating all travel and accommodation for cast and crew
- Cast Contracts - PACT/EQUITY Agreements
- Key point of contact for all departments crew and cast/agents
- Call sheet distribution, risk assessments, responsible for all databases and paperwork updated daily
- Managing a small team production team
- IMDB credit

Production Coordinator | Crackit Productions | Key to a Fortune | London

Factual Entertainment

JULY 2022 — NOVEMBER 2022

Production Coordinator | WTV Global | UNCTAD | London

Online Global Debate

AUGUST 2021 — SEPTEMBER 2021

Production Coordinator | Moyo Creative | Various | London

AUGUST 2021 — SEPTEMBER 2021

Education

Filmmaking MS - Raindance, De Montfort University Leicester, London

APRIL 2021 — PRESENT

Media and Cultural Studies, London College of Communication, London

SEPTEMBER 2013 — JUNE 2015

Courses

Budgeting, Production Managers Association

JANUARY 2022 — JANUARY 2022

Albert Sustainability for Production, Albert

NOVEMBER 2022 — NOVEMBER 2022

Production Coordinator Course, Screen Skills

OCTOBER 2022 — DECEMBER 2022