

Lilyrose Colhoun

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Summary

Creative Film graduate with experience as a BBC Location Assistant Trainee. Proven ability to support location management, logistical planning, and shoot requirements in high-pressure environments. Contributed innovative ideas during development discussions, facilitating the transition from concept to production. Background in NHS administration enhances skills in planning, scheduling, problem solving and production logistics.

Experience

BBC Studios

LOCATION ASSISTANT TRAINEE - SHAKESPEARE & HATHAWAY | December 2025 - Present

Stratford-Upon-Avon, Warwickshire

- Worked within the locations team to set up green rooms, unit bases, and crowd-holding areas, to maintain a safe environment for cast and crew.
- Worked closely with the Location Manager and across various departments to ensure seamless set operations and timely site turnovers.
- Assisted in coordinating crew parking and managed traffic flow to facilitate efficient movement on set.
- Ensured locations remained hazard-free and litter-free throughout the shoot; executed full wraps to restore sites after departure.

Queen Elizabeth Hospital

MDT CO-ORDINATOR | Jun 2025- Jan 2026 | Birmingham

- Coordinated all aspects of Multiple Sclerosis Multidisciplinary Team meetings.
- Managed MDT referrals by organising consultant emails and registering patients across multiple trusts.
- Tracked and verified MRI histories, utilising the IEP system and direct patient contact for scans.
- Prepared MDT lists in advance to ensure balanced caseloads and team member availability.
- Ensured proformas' completion with accurate EDSS scores, MRI data, demographics, and clinical summaries.

Queen Elizabeth Hospital

ADMINISTRATOR | Jun 2022- Jan 2026 | Birmingham

- Delivered comprehensive administrative support to the Neurology and Neurophysiology departments at Queen Elizabeth Hospital.
- Managed patient appointments, including booking, cancelling, and rescheduling.
- Communicated professionally with patients, providing clear information and support.
- Maintained accurate patient records, ensuring compliance with data protection standards.
- Scanned and uploaded clinical documentation into electronic patient record systems.
- Coordinated clinics and assisted multidisciplinary teams for efficient daily operations.
- Served as primary contact for clinicians and external services, handling enquiries in a fast-paced environment.

Dock10

PRODUCTION & STUDIO OPERATIONS INSIGHT DAY | May 2025 | Manchester

- Shadowed multiple key roles, including Runners, Production Coordinators, Bookings, Stage Door, and Studio Manager.
- Developed insight into on-the-ground runner duties, production office communication, scheduling workflows, and front-of-house operations in both studio and location contexts.
- Strengthened awareness of confidentiality, timekeeping, and working in a fast-paced, live production environment.

Manchester Metropolitan University

PRODUCER - SHORT FILM | Feb 2025- May 2025 | Manchester

- Collaborated with poets Kim Moore and Laura Taylor to explore personal experiences' influence on poetry.
- Managed all aspects of pre-production, including budget oversight, scheduling, and location acquisition.
- Facilitated communication to coordinate poet participation and schedule interviews effectively.

Skills

- Leadership and Initiative
- Time management
- Confidentiality
- IT skills - Microsoft Office
- Fast-paced environment adaptability
- Health and safety awareness on set
- Full UK driving licence
- Clear and effective communicator
- Onset Coordination and Management
- Teamwork and collaboration
- Problem-solving
- Understanding of production schedules

Education

Bachelor's Degree in Filmmaking

Manchester Metropolitan University | Manchester | 2025

Foundation Diploma in Art and Design

Sutton Coldfield College | Birmingham | 2022

Websites, Portfolios and Profiles

www.linkedin.com/in/lilyrose-c-943a12293

Showreel

<https://youtu.be/CtEf9hfGOXU>