



Jack Williams – Production Coordinator

GET IN TOUCH

📞 | 07521701699

✉ | jackwilliamspc@gmail.com

📍 | Bristol & London

EXPERTISE & SKILLS

- Complex logistics & international shoots
- Location work - UK, Australia & Tanzania
- Topside, dive, heli/shot over & ATV
- Visas & permits, Carnets & kit
- Deliverables, Albert & post production
- Mini cost managers, budgets/expenses
- Legal, contracts & insurance
- Attention to detail, firefighting and problem solving

EDUCATION

2018 Introduction to Scriptwriting

London MET Film School (6 months)

2010-2011

CELTA in English Teaching

St. George International

2005 - 2008

Film Studies & English BA (Hons) 2:1

Southampton University

Production Coordinator – Wild Waters - Netflix & Wild Space Nov '21 – present

- Able to cultivate great relationships with team/crew and accepted a contract extension through to post showing keenness & loyalty to see the project through from start to finish.
- Valuable experience as lead production contact and DIT on location in Australia & Tanzania.
- Demonstrated excellent understanding of editorial vision in order to set up 16 international shoots from The Outback to The Okavango Delta as well as Kenya, Brazil, The USA and Japan.
- Expanded knowledge and awareness of legal and insurance requirements for shoots with complex elements such as dive, helicopter, drone, charter planes/boats and ATVs by attending weekly meetings with Netflix legal and working meticulously to get contracts and insurance limits adjusted accordingly.
- Displayed attention to detail and ability to multitask by juggling complicated budgets, permitting & visa processes to access a variety of remote locations, a shoot in Utah for example, required no less than 8 different permissions travelling overland on ATVs.
- Showed self-awareness and the ability to take on feedback, develop professionally, identify when deadlines were unachievable & ask for support when needed to keep filming on track.
- As Post Production PC; experience of acquiring masters, licensing agreements, reading EDL's, submitting Albert, post production paperwork and series deliverables.

Production Coordinator – Our Oceans – Netflix & Wild Space – Oct – Nov '21

- Demonstrated the ability to hit the ground running and multi-task on an ad-hoc basis by liaising with suppliers to get hold of custom-built cases for kit while setting up two shoots simultaneously: a dive shoot from a liveaboard in the Atlantic and a reactive helicopter shoot of the coast of Scotland.

Production Coordinator - Seat at the Table – Silverback Films - Mar – Oct '21

- Successfully set up very remote and logistically challenging shoots in the UK and internationally including The Scilly Isles, Scotland and Svalbard.
- Strived to keep shoots in budget by sharing shoots and crew where possible.
- Took charge of our carbon calculator and action plan for Albert.
- Managed COVID-19 protocols to ensure safety on location.
- Coordinated the final and most challenging shoot of the series on location in Scotland for 10 days battling weather, difficult contributors and changing logistics by the hour with professionalism, diligence and composure.

Production Coordinator Training - BBC Academy & Screen Skills – March '21

- Setting up UK and foreign shoots: booking travel, kit and crew, arranging permits, contracts, visas, carnets, insurance and inoculations.
- Working on OB's, location and studio shoots.
- Drones, Risk Assessments, Mental Health as well as Health and safety
- Negotiation, budgets, call sheets and schedules.
- Copyright, trademarks and music clearance, post production paperwork

Post Production Assistant Final Cut - London - Dec '18 – Sept '20

- Acted as first point of contact for clients and talent in a busy edit house & sound studio. Also, liaising between production, clients and editors alike with diligent professionalism.
- Managed a team of four office runners: prioritising, delegating & firefighting issues.

Training and Development

- Screen Skills – Step Up to Self-Shooting AP – Manchester – Summer 2024
- Screen Skills – Managing Tricky Relationships & Stepping into Management - 2024
- Screen Skills – Cost Managers/Excel, Management & Leadership, Risk Assessments 101 – 2024
- Screen Skills – Understanding Contracts, Camera & Sound equipment 101 – 2023
- Access all areas – Learning Disability & Autism Awareness – 2023
- The PMA – Production Manager's Training (3 days) 2023
- Secret Compass – Remote Trauma - 2023
- First Option – Remote First Aid - 2022