

Glen Griffiths
Production Coordinator

T: 07787790742 E: glen138@gmail.com **Available now**

Key Skills:

- Organising shoot logistics, UK and Worldwide
- Creating Call sheets and Schedules.
- Reconciling floats and Credit cards, managing POs, invoices in multiple currencies using various software, including extensive PMI experience.
- Completion and delivery of post-production paperwork for UK and international broadcasters.
- Music and archive clearances and declarations.
- Liaising between different organisations, individuals and suppliers.
- Edit support throughout production and post production
- Experience working on locations and managing talent.
- Swift problem solving, lateral thinking, organization and communication skills.

Work History in Tv Production:

Production Coordinator – OCTOBER FILMS (September 2024 – February 2025)

FEDS, Series 2 for Discovery +

- Coordinating international and domestic American travel, accommodation, kit and crew
- Creating Call sheets
- Supporting the edit (ingest requests, archive and release form clearance)
- Managing kit, drives, backing up rushes and logs
- Creating POs, dealing with suppliers, invoices, petty cash and floats

Production Coordinator – OR Media (November 2023 – September 2024)

MMAC, MEWA, SAWFTA, T&T, Leonardo, Arts & Al Tayana, all for KSA

- Coordinating UK and international travel, accommodation, kit, visas and fixers
- Creating Call sheets
- Supporting the edit (ingest requests, archive and release form clearance)
- Managing kit, drives, backing up rushes and logs
- Creating POs, dealing with suppliers, invoices, petty cash and floats
- Assisting on location, helping liaise and manage talent
- Post paperwork and archive logging

Production Coordinator – Voltage TV (August 2023 – November 2023)

DNA Journey, Series 5 for ITV

- Coordinating UK and international travel, accommodation, kit, visas and fixers
- Creating Call sheets
- Supporting the edit (ingest requests, archive and release form clearance)
- Managing kit, drives, backing up rushes and logs
- Creating POs, dealing with suppliers, invoices, petty cash and floats
- Assisting on location, helping liaise and manage talent
- Post paperwork and archive logging

Production Coordinator – OR Media (February 2023 -August 2023)

Make Me A City, Series 1 for KSA

- Coordinating travel, accommodation, kit, visas and fixers
- Creating Call sheets
- Supporting the edit (ingest requests, archive and release form clearance)
- Creating POs, dealing with suppliers, invoices, petty cash and floats
- Managing kit, drives, backing up rushes and logs
- Post paperwork and archive logging

Junior Production Coordinator – Voltage TV (June 2022 – February 2023)

DNA Journey, Series 2, 3 and 4 for ITV

- Helping coordinate travel and accommodation, kit, visas and fixers
- Creating Call sheets
- Supporting the edit (ingest requests, archive and release form clearance)
- Creating POs, dealing with suppliers, invoices, petty cash and floats
- Managing kit, drives, backing up rushes and logs
- Assisting on location, helping liaise and manage talent
- Post paperwork and archive logging

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References available upon request

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Production Secretary - The Garden (May 2022 – June 2022)

24 Hours in Police Custody, Series 9 and 10 for Channel 4

- Helping coordinate travel and accommodation
- Managing kit and logs
- Assisting on location

Production Secretary - Rumpus Media (February 2022 - May 2022)

Billionaire Resorts, 6x60 for Channel 5 (February 2022 - May 2022)

- Helping coordinate travel and accommodation, kit, Visas and fixers
- Creating Call sheets
- Shortlisting editors

The Misadventures of Romesh Ranganathan series 2 and 3, BBC 2 (February 2022 - May 2022)

- Post Paperwork and making TX cards

Greg Wallace - Winter Sun and Grand Christmas Adventure, Channel 5 (March 2022 - April 2022)

- Post Paperwork and making TX cards

Walking Wartime Britain, Victorian Britain and Tudor Britain, all 5x25 for Channel 5 (February 2022 - March 2022)

- Post Paperwork and creating Call sheets

Junior Production Coordinator - Windfall Films (November - February 2022)

Why Ships Crash, 1x60 for BBC and PBS/NOVA (October - February 2022)

- Setting up shoots in Egypt, America, UK, Italy and Spain (travel, accommodation, crew, kit)
- Creating Call sheets, negotiating and booking kit
- Setting up and managing archive, rushes and release forms logs
- Supporting the edit (ingest requests, archive and release form clearance)

When Buildings Collapse, 1x60 for Discovery Channel (October - February 2022)

- Setting up shoots in America and UK (travel, accommodation, crew, kit)
- Creating Call sheets, negotiating and booking kit
- Setting up and managing archive, rushes and release forms logs
- Supporting the edit (ingest requests, archive and release form clearance)

Production Secretary - Windfall Films (July - November 2021)

Europe From Above series 4, 7x45 for National Geographic (September - November 2021)

- Setting up shoots in Serbia, Scotland, Denmark, Bulgaria, Belgium and Romania
- Creating Call sheets, negotiating and booking kit
- Setting up and managing release forms logs

UAE From Above, 1x60 for National Geographic (September - October 2021)

- Completion of all Post Paperwork

World Most Secret Hotels, (August 2021) & **Train Truckers series 2**, (September 2021)

- Setting up shoots across the UK
- Creating Call sheets, negotiating and booking kit

Lost Treasures of Egypt series 3, 8x45 for National Geographic (July - September 2021)

- Completion of all Post Paperwork

Logger - Windfall Films (September - October 2020)

- Transcribing master interviews

Other Work History:

Furniture & Cabinet Maker - Opus Magnum (2016 - 2021)

Emergency Medical Dispatcher and Call taking Supervisor - London Ambulance Service (2009-2016)

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