

Ellis Bond - Production Coordinator

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Based in London/Newcastle Upon Tyne
Full UK driving licence and own car

		Film and TV Work	
DATE	POSITION	PRODUCTION	CONTACT
Sep 24 – Present	Key APOC / 2 nd Unit Production Coordinator	Paper Dollhouse 20 th Century Television	Production Coordinator: Zsafia Zatureczki
Apr 24 – Sep 24	Assistant Production Coordinator	After The Hunt Amazon Original Movies	Production Coordinator: Zsafia Zatureczki
Oct 23 – Mar 24	Assistant Production Coordinator (Travel and Accommodation)	Silo Season 2 Apple TV	Production Coordinator: Zsafia Zatureczki
Nov 22 – Aug 23	Contracts Coordinator	Silo Season 2 Apple TV	Production Coordinator: Zsafia Zatureczki
Apr 22 – Sep 22	Junior Assistant Production Coordinator	The Witcher Season 3 Netflix	Production Manager: Tom Asquith
Jul 21 – Mar 22	Production Secretary	Secret Invasion Marvel Studios / Disney	2 nd Unit Production Coordinator: Gary Kett
Jun 21 – Jul 21	Production Secretary	Lady Chatterley's Lover Blueprint Pictures / Netflix	Production Manager: Stephen Walker
Mar 21 – Jun 21	Production Secretary	A Very British Scandal Blueprint Pictures / BBC	Production Supervisor: Harry Rylott
Jan 20 – Mar 21	Postproduction PA	Pennyworth Season 2 Warner Bros. TV / Epix	Post Production Producer: Cory McCrum
Nov 19	Crowd PA	Sing On! Season 1 Netflix / Extra People	Extra People Manager: Tom Walker
Sep 19 - Oct 19	Production Assistant	Hanna Season 2 Amazon	Production Manager: Richard Todd
Sep 19	Production Runner	The Rook Season 2 Lionsgate	Production Coordinator: Faye Robinson
Jun 19	Production Assistant	The Dumping Ground Season 9 CBBC	Line Producer: Lesley Cruickshank

- Creating, maintaining, and distributing production documents.
- Organising tech recces, scouts and production meetings.
- Coordinating Production office teams.
- Onboarding and Contracting Crew via Crewstart and Team Engine.
- Managing Cast PACT Contracts.
- Booking cast and crew travel and accommodation, domestic and international.
- Domestic and International Shipping.
- Managing Immigration, Visa and Esta both in the UK and Abroad.
- Organising digital files in Production and Postproduction.
- Distributing Crew Documents via Scenechronize, Prodicle, Setkeeper.
- Creating schedules and budgets in MovieMagic.
- Competent in Postproduction software such as Avid, PIX, Frame.io.