

Hattie Hillard

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This CV may be kept on file and distributed for employment purposes.

I am a creative and highly organised professional with a passion for storytelling, specialising in production coordination, project management, and creative development. With a proven track record in supporting award-winning filmed theatre productions, managing teams, and identifying emerging talent, I am eager to contribute my skills to roles in TV development, literary scouting, production coordination, and executive support within the arts. I am committed to advancing my career in dynamic, collaborative environments where creativity and organisation intersect.

Key Skills

- **Script and Story Analysis:** Skilled in assessing theatre scripts and novel proofs, providing detailed feedback, and identifying standout submissions for creative teams.
- **Research & Development:** Experienced in discovering new writing talent and identifying fresh, distinctive projects across film, theatre, and literature.
- **Project Management:** Proficient in managing complex scheduling, coordinating hires, and overseeing contracts, with experience leading teams and delegating tasks to ensure smooth project execution.
- **Team Collaboration:** Strong team player with experience liaising across departments to ensure effective communication and collaboration in fast-paced environments.
- **Attention to Detail:** Accurate proofreading and editing, ensuring error-free and professionally presented documents.
- **Software Proficiency:** Experienced with Microsoft Office (Word, Excel, PowerPoint), Apple software (Keynote, Pages, Numbers), and industry tools like Final Draft.
- **Communication & Interpersonal Skills:** Strong communicator with experience liaising with writers, agents, and teams, both in writing and face-to-face, fostering strong professional relationships.

Relevant Experience

Production Coordinator

Liberator Film Productions Ltd. – 2023-2024

NEXT TO NORMAL (August-November 2024)

Producer/Dir: Austin Shaw

Dir: Michael Longhurst

TITANIC THE MUSICAL (June-July 2023)

Producer/Dir: Austin Shaw

- Managed the daily production schedule and created detailed call sheets, ensuring smooth coordination of the cast and crew's activities.
- Drew up and negotiated cast contracts, working closely with agents to finalise terms and ensure all necessary agreements were in place.
- Drafted and facilitated crew contracts, overseeing the signing process and ensuring all legal requirements were met.
- Organised and managed logistics for meeting rooms and catering, coordinating with external vendors and ensuring the needs of the team were met efficiently.
- Supported with the BFI's British certification and tax relief process, gathering necessary documentation and ensuring compliance.
- Provided creative input during both the online and offline edit phases, collaborating with the editing team to refine the final product.
- Played a key role in negotiations for distribution, liaising with platforms such as Sky Arts, BBC, and PBS to secure successful broadcast and streaming agreements.

Production Assistant

Various Productions including Universal Music & Trafalgar – 2021-2023

MESSAGE IN A BOTTLE (June-September 2022)

Producer: Austin Shaw

Dir: Marcus Viner

ONE DEEP RIVER - ON THE RECORD (Feb 2022)

Producer/Dir: Marcus Viner

ANYTHING GOES (September-October 2021)

Producer: Austin Shaw

Dir: Ross MacGibbon

- Assisted in the creation of daily call sheets and the overall production schedule, ensuring all departments had the information they needed for smooth day-to-day operations.
- Supported the cast and crew with logistical needs, including coordinating travel arrangements and managing bookings for accommodation and transport.
- Helped draft and track cast and crew contracts, ensuring accurate completion of paperwork and timely processing of signatures.

Production Runner / Floor Runner / Stand-In

Sonia Friedman Productions – 2021

ANNA X (August 2021)

Producer: Austin Shaw

Dir: Marcus Viner

WALDEN (May 2021)

Producer: Austin Shaw

Dir: Ian Rickson

ScreenSkills Trainee Assistant Director

2022-2023

- Worked alongside established directors and production teams on major film and TV productions, gaining invaluable experience in development, scheduling, and supporting creative teams.
- Participated in script readings and discussions, helping to shape creative visions and understand the editorial process.

Stage Management & Assistant Direction (Various Roles)

Regional, Touring & Fringe Productions – 2019

- Assisted directors and production teams in managing logistics, budgets, and scheduling, ensuring smooth operations during rehearsals and performances.
- Collaborated with creative teams to support new projects, including research into emerging theatre trends and audience engagement strategies.
- Worked closely with cast and crew, ensuring safe and efficient operations both backstage and on set.
- Oversaw social media management, marketing strategies, and programme design.

Education

University of Bristol, BA (Hons) in English Literature (2:1)	2015-2018
Leiths Foundation Certificate in Food and Wine (Merit)	2014-2015
A Levels: English Pre-U (D3/A*), Theatre Studies (A*), French (A), Italian (B)	2013-2015
GCSEs: 10 A*, 1 A - including English and Mathematics	2011-2013

Other Employment

Book Seller

Waterstones Hitchin (July 2023 - May 2024)

- Managed complex diary and event coordination, showcasing excellent organisational and administrative skills.
- Built and maintained strong relationships with customers and colleagues, showcasing excellent communication and interpersonal skills.

Interests

- **Reading** - A passionate reader with a keen interest in contemporary fiction - my latest favourite is *Happy Hour* by Marlowe Granados.
- **Sports** - I was an active member of the University of Bristol Lacrosse team. I also enjoy running, boxing, scuba-diving, and countryside walks with my dog.