

Tom Fitzgerald

Production Coordinator

APOC, T&A & Department Coordinator

IMDB

www.imdb.com/name/nm13288898

Bases across Manchester, Liverpool, Cardiff, Belfast & London - Willing to relocate for work

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Production Coordinator with a strong foundation in film, television, and children's programming, and a Media, Film & Television degree from Edge Hill University. Experienced across a range of productions (Bands 1-4), delivering complex, fast-paced productions across TV and Film.

Skilled in managing complex travel and accommodation (including international moves and long-term housing), alongside coordinating contracts, vendor agreements, DPRs, and day-to-day production operations. Known for being proactive, highly organised, and solutions-focused, with the ability to anticipate needs and adapt quickly in high-pressure environments.

A reliable team player with excellent communication skills, committed to ensuring the smooth and efficient running of all production processes.

KEY SKILLS:

- Production Coordination & Office Management
- Travel & Accommodation (UK & International)
- Cast & Crew Onboarding & Contracts
- Production Logistics & Supplier Management
- Budget Tracking & Purchase Orders

PRODUCTION SAFETY:

- Albert Sustainable Production Training
- First Option: Risk Awareness Safety Training
- PSP: Safety Management of Production
- First Option: Fire Warden
- NSPCC Safeguarding

PRODUCTION SYSTEMS:

- Scenetime, Setkeeper, Prodicle & Studiobinder
- DPO, EZYPO, PMI & Moneypenny
- Adobe, Microsoft Office & Airtable
- Crewstart, Team Engine
- Final Draft

SCREENSKILLS COURSES:

- Step Up to Production Coordinator
- Deaf Awareness (with Signpost)
- Tackling Harassment & Bullying

ADDITIONAL:

- Member of The Production Guild UK
- Full Clean Driving Licence with Car
- Business Insurance
- UK Passport - Due to Expire in 2027

CREDITS

Assistant Production Coordinator - Opening Up - BBC

HETV | Avalon | Manchester | April 2026 - June 2026

Line Producer: Judy Goldberg

Production Manager: Kelly Sillery

Production Coordinator: Aisha Finch

Production Coordinator - Waffle's After School Club Series 2 - CBBC

Children's TV | Darrall Macqueen | London | Dec 2025 - April 2026

Head of Production: Julie Cronshey

Assistant Production Coordinator - Banquet

Feature Film | Tea Shop Productions | London | Sept 2025 - Dec 2025

Production Manager: Scarlett Murgatroyd

Production Coordinator: Lauren Walker

Costume Coordinator - Fortitude

Major Motion Picture | Op Fortitude Ltd | London | Aug 2025 - Oct 2025

Costume Designer: Ian Foweraker

Costume Supervisor: Cedric Andries

Assistant Production Coordinator - The Witcher Season 5 - Netflix

HETV | Netflix | London, South Africa, Spain & Wales | Nov 2024 - Aug 2025

Producer: Mark Birmingham

Production Manager: Steve Johnson

Production Coordinator: Charlotte Tonks

Assistant Production Coordinator - Extra Geography - Film 4

Feature Film | Brockmedia | York | Sept 2024 - Nov 2024

Line Producer: Wendy Griffin

Production Manager: Brodie Pringle / Lorna Ferguson

Production Coordinator: Meg Ttereve

Production Coordinator - All That Glitters

Feature Film | Clover Fox Films | Birmingham | June 2024 - Sept 2024

Line Producer: Judy Goldberg

Production Secretary - Crongton Series 1 - BBC

Children's TV | New Pictures | Leeds | Feb 2024 - June 2024

Line Producer: Hannah Stevenson

Production Manager: Rachel Richardson Jones

Production Coordinator: Pippa Kinsey

Production Secretary - Daddy Issues Series 1 - BBC

Comedy TV Series | Fudge Park Productions | Manchester | Dec 2023 - Feb 2024

Line Producer: Judy Goldberg

Production Manager: Kelly Sillery

Production Coordinator: Pippa Kinsey

Travel & Accommodation Coordinator - The Bay Series 5 - ITV

HETV | Tall Story Pictures | Manchester & Morecambe | June 2023 - Jan 2024

Producer: Martin Campbell

Line Producer: Sue Dunn

Production Coordinator: Steph Bond

Assistant Production Coordinator - Midas Man - Amazon Prime

Feature Film | Studio POW | London, Liverpool & Blackpool | Mar 2023 - June 2023

Head of Production: Jordan Reeves

Line Producer: Laura Rees

Production Coordinator: Matthew Steggles

Travel & Accommodation Coordinator - Risen - Sky

HETV | Sky Studios | South Wales | Feb 2023 - Prep Only

Production Coordinator: Charlotte Tonks

Production Secretary - The Power of Parker Series 1 - BBC

Comedy TV Series | Lookout Point / Boffola Pictures | Manchester | Jan 2023

Line Producer: Lisa Corkill

Production Secretary - 51b of Pressure - Amazon Prime

Feature Film | Lionsgate | Manchester | Sept 2022 - Dec 2022

Producer: Crawford Anderson-Dillon

Production Manager: Edd Wood

Production Coordinator: Sky Morfopolous

Production Assistant - The Bay Series 4 - ITV

HETV | Tall Story Pictures | Manchester & Morecambe | Apr 2022 - Sept 2022

Producer: Martin Campbell

Line Producer: Sue Dunn

Production Manager: Hattie Wadsworth

Production Coordinator: Leah Blackaby

Production Assistant - Ridley Series 1 - ITV

HETV | West Road Pictures | Manchester | Oct 2021 - Apr 2022

Line Producer: Mike Noble

Production Coordinator: Ben Mansley

Production Assistant - The Rising - Sky

HETV | Sky Studios | Manchester & Lake District | Mar 2021 - Oct 2021

Line Producer: Louisa Rawlins / Dominique Molloy

Production Manager: Alicia Jones

Production Coordinator: Becca Williams

REFERENCES AVAILABLE ON REQUEST

THIS CV CAN BE KEPT ON FILE AND DISTRIBUTED FOR EMPLOYMENT PURPOSES