

JULIE BRAITHWAITE

PRODUCTION CO-ORDINATOR

CONTACT

+44 (0)7920 291365

braithwaite.julie@googlemail.com

Bushey, Hertfordshire
Willing to travel

LINKS

[Filming in England - Crew](#)

[The Talent Manager](#)

<https://www.screenskills.com/my/profile/>

SKILLS

- All Spring Media Production Assistant Certificate 2025 – pitching, copyright, budgeting, scheduling, RA.
- Screenskills Training Passport & modules
- **DBS checked**
- **Full driving licence (25+)**
Own car business insured
- **IOSH Safety Trained**
- First Aid Qualified
- TQUK L2 Certificate in Understanding sustainability
- Location, travel, accommodation and crew coordinations
- Dealing internationally – Kenya, USA, Slovenia, Nepal, Botswana, Europe, China
- Proficient in MS Excel, Word, Powerpoint, Googledocs
- Clear communicator and confident liaison with crew, cast and suppliers
- Project Management

PROFILE

Organised, proactive, and adaptable Production Co-ordinator with strong logistical and coordination skills built over a decade managing complex UK and international events. Recently trained in Film & TV Production Management (London Film Academy) and Production Assistant (All Spring Media), I've a love of psychological drama, keen to earn some credits and move into scripted film and TV. I'm detail driven, tenacious, calm under pressure, thorough and solution-focused. I bring good humour, team spirit, curiosity and a passion to deliver on great projects.

FILM & TV PRODUCTION EXPERIENCE

Production Assistant /runner

Artemis Films UK Director: Simon Ruben | July 2025

- Supported production and AD team including location prep and equipment set up
- Assisted production manager with paper work and crew/talent movement

Women in Film and TV – Production Assistant – WFTV Awards – Dec 2025

EXPERIENCE

Norwood Head of Challenge Events 2015 – 2025

- Delivered over 100+ UK and International events requiring complex logistical coordination – directly transferable to production scheduling and shoot management.
- Managed full production lifecycles: venue and location research, supplier management, travel/accommodation booking, kit and catering, budget control, insurance and risk assessments.
- Produced event call sheets, briefing and crew schedules to ensure timely delivery
- Collaborated across departments (creative, marketing, sponsorship and volunteering) liaising with senior stakeholders to deliver high-impact outcomes to deadline and to budget – transferable to production office roles.
- Ongoing research and development to keep abreast of market trends and audience demographics to maximise opportunities, drive growth and reduce costs without impacting quality.

JULIE BRAITHWAITE

IN FILM AND HETV

EDUCATION

ALL SPRING MEDIA

- Production Assistant
Course 2025

LONDON FILM ACADEMY

- Production Management
Course 2024

WATFORD COLLEGE

- Postgraduate Diploma in
Advertising

UNIVERSITY OF THE WEST OF ENGLAND

- Business Studies
(Advertising & Marketing)

BISHOPSHALT GRAMMAR SCHOOL

- 9 'O'levels 3 'A'levels

INTERESTS

- Film, theatre, cinema
- Read ALOT
- Fitness/cycling
- Painting/drawing/writing



EXPERIENCE

Cancer Research UK

Area Event Manager

- Oversaw and delivered large scale live events (3000 to 10,000 people) requiring complex logistical organisation and full operational responsibility - directly transferable to production scheduling and shoot management.
- Produced event paperwork, risk assessments, briefings and crew schedules to ensure timely delivery.
- Built strong relationships with major stakeholders, donors, corporations, high net worth individuals, sponsors (Heart Radio, Tesco, John Lewis, TK Maxx, Scottish Power) and volunteers - transferable to dealing with all management levels, talent and crew.
- Developed leadership, communication and logistical problem solving skills - key assets for production coordination.

Nicomatic UK

Marketing Manager

- Manage internal and external communications and corporate events; coordinated press launches and promotional shoots.
- Wrote, proofed and produced marketing materials; aligning creative teams and agencies under tight deadlines.

CSA Advertising Agency

Creative Account Manager

- Formulating advertising and marketing strategies, pitching proposals and creative campaigns to meet objectives to defined budget and audience.
- Liaising between client and agency departments in design, presentation and production of above and below line advertising and marketing collateral.
- Copywriting material, proofreading, and taking marketing collateral through to print, liaising with external suppliers and building relations with corporate clients, PR and external agencies.

WSP Advertising

Advertising Account Manager