

## ENRIC ORTUÑO

 Based in London, available to travel nationwide.

Right to work in the UK and EU.

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### Personal Profile

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I am a creative and highly organized professional with extensive experience as a freelance Fight Director, Intimacy Director, and Choreographer, passionate about transitioning into film and TV production coordination. While I have no formal Production Coordinator training, my background in managing complex logistics coordinating rehearsals, and ensuring safe, efficient on-set operations and basic touring theatre has provided me with a strong foundation in production management. I am eager to train in production coordination, and further develop my skills through dedicated training, bringing strong attention to detail, effective communication, and the ability to thrive in fast-paced environments.

### Key skills

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- **Production & Logistics Coordination:**
  - Managed touring theatre logistics including timetables, accommodations, and resource scheduling.
  - Coordinated on-set activities for theatre projects as a Fight and Intimacy Director.
- **Organizational & Scheduling Expertise:**
  - Developed detailed production and rehearsal schedules to ensure smooth workflow.
  - Maintained production records and handled administrative tasks with precision.
- **Communication & Team Collaboration:**
  - Acted as a liaison between creative teams, directors, and production staff.
  - Demonstrated strong interpersonal skills through effective conflict resolution and collaboration.
- **Safety & Compliance:**
  - Oversaw on-set safety protocols in live performance and film settings.
  - Managed sensitive content and adhered to industry standards in intimacy coordination.
- **Adaptability & Problem Solving:**
  - Excelled in fast-paced environments, adapting quickly to changes and unexpected challenges.
  - Proven ability to multitask and maintain composure under pressure.

### Work History

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- October 2012 – present    **Fight Director / Intimacy Coordinator / Drama & Stage Combat Teacher**  
Freelance / self-employed
- Directed and coordinated complex stage combat and intimate scenes across diverse projects in film, TV, and theatre.
  - Collaborated with production teams to align creative vision with practical production needs.
  - Managed on-set logistics, including scheduling, safety protocols, and coordination of multiple departments.
  - Providing effective classroom instruction using appropriate methods and materials.
  - Participating in program activities including curriculum and program planning, development, evaluation, and decision making as well as the development of new teaching-learning methods and materials.
  - Maintaining currency and depth of knowledge in assigned area of responsibility.
  - Maintaining appropriate standards of professional conduct and ethics.

# CURRICULUM VITAE

October 2011 – July 2014

## **Learning Support Assistant**

Veracity Education, London

- Support teachers and help children with their educational and social development, both in and out of the classroom.
- Coordinated small-group and one-to-one sessions, facilitating communication and teamwork skills.
- Adapted classroom environments and organized materials, helping with the logistical planning and setup needed for the day.
- Assisted in coordinating off-site events and school outings, demonstrating experience in scheduling and on-location operations.
- Collaborated with teachers to support dynamic, multi-faceted projects, managing diverse tasks and facilitating smooth workflows on class.

November 2008 – May 2010

## **Tour Coordinator / Performer**

Magatzem d'Ars Ltd., Barcelona (Spain)

- Coordinated touring logistics, including travel arrangements, accommodation bookings, and performance schedules.
- Liaised with venue managers and service providers to ensure seamless production operations.
- Produced detailed post-tour evaluations and reports to enhance future production planning.

June 2003 – June 2008

## **Leisure Activities Coordinator**

IMAGINA'T Ltd., Elche (Spain) & AUCA Ltd., Alicante (Spain)

- Organized events and managed day-to-day operational logistics, including staff scheduling and resource allocation.
- Developed strong organizational and multi-tasking skills in dynamic, customer-focused environments.

## **Formal Education**

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October 2013 – September  
2014

## **Master of Arts in Movement Studies**

Royal Central School of Speech and Drama, University of London, UK.

October 2002 – September  
2006

## **Bachelor of Fine Arts in Musical Theatre**

Drama and Dance Conservatoire, Murcia (Spain).

## **Relevant Training**

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First Aid at Work

Mental Health First Aid

Creative Industries Safety Passport

LGBTQ+ awareness

Conflict Resolution

Equality & Diversity

Unconscious Bias

Bullying & Harassment

Sexual Harassment

Enhanced DBS

Safeguarding & Protecting Children

## **Personal Skills & Additional Information**

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- **Technical Proficiency:**
  - Microsoft Office, Outlook, Airtable, etc.
- **Languages:**
  - English (Excellent), Spanish (Native), Catalan (Native), Italian (Basic).
- **Full UK Driving License**
- **Right to work in the UK & EU**