

PRIYA GIGA

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Several years of experience in production working across film and TV from pitch to delivery. Supported titles like *Blinded By The Light*, *The Last Leg*, *Agent Elvis*, *The Beast*, collaborating with major studios and production companies including **Netflix**, **eOne**, **BBC** and **BWL Media**. Strong background in production coordination, scheduling, logistics, budgeting, and working closely with talent, producers, and key departments (legal, finance, post). Experienced in both office and on-set environments, balancing creative and operational demands while ensuring smooth workflows across multiple projects.

SKILLS/KNOWLEDGE - Creative Industries - Project management - Production Coordination & Scheduling - Diary & Calendar Management - Talent & Stakeholder Liaison - Budgeting & Cost Tracking - Contracts & Legal Coordination - Crew & Vendor Management - Document Preparation - Script & Editorial Development - Logistics & Travel Coordination - Cross-Department Collaboration - Production Workflow Optimization - Software Proficiency

CREDITS

POSITION	PRODUCTION	DATE	COMPANY
Producer	LIFE/LINE (Short)	Feb 2025 (in production)	British Dash Productions
Production Coordinator	Untitled HETV	Jan 2025	Night Air Entertainment
Script Editor	THE GREEN MAN OF WINTER (Feature)	Jan 2025 (in development)	Walking House Limited
Production Coordinator	THE BEAST (Feature)	Oct 2024 (in post)	BWL Media/Fifth Season
Junior Animation Producer	ITV Euro 2024 Title Sequence	June 2024	ITV / Noah Media Group
Runner	The Last Leg (Live Comedy TV)	Oct 2023 to Dec 2024	BBC / Open Mike Productions
Runner	Quiet Life (Short)	Oct 2023 (completed)	BBC / Open Mike Productions
Production Assistant	Sea Without Shore (Feature)	March 2015	Maverick Motion

WORK HISTORY - In order of relevance

On-set Production - (Film/TV (Freelance) - 2025 to Present

- Adapted seamlessly to various Film/TV sets, ensuring smooth coordination between on-set and office teams.
- Managed admin and creative tasks, including script distribution, call sheets, and last-minute schedule updates.
- Supported talent handling by providing schedules, essential documents, and production updates (*The Last Leg*).
- Liaising with art, costume, and locations, while ensuring safety protocols for fire/explosion shots (*The Beast*).
- Assisted post-production teams with end credits formatting, crew screening logistics, and ensuring production assets were archived efficiently.
- Coordinated travel, accommodation, and logistics for cast, crew, and equipment.
- Tracked production expenses, assisted with budget reporting, and liaised with agents for cast requirements.
- Organized location recces, prepared itineraries, and coordinated technical needs (*LIFE/LINE*, *MISTER*)
- Maintained unit lists and ensured smooth interdepartmental communication.

Production Coordinator - BWL Media (FTC) - October 2024 to March 2025

- Production & Administrative Support – Provided in-house coordination across multiple projects, managing logistics, finances, and contracts from pre-production to delivery meeting deadlines.
- On-Set Support (*The Beast*) – Facilitated smooth communication between on-set teams and production offices, coordinating logistics across travel, locations, and talent.
- Crew & Contracts – Drafted and issued crew agreements, ensuring compliance with company policies and legal standards. Worked closely with legal teams on NDAs and contract documentation as well as child licensing.
- Visa & Compliance – Managed international work visa submissions and tracked crew training compliance.
- Scheduling & Meetings – Oversaw team diaries, coordinated production meetings, prepared agendas, and documented action points. Maintained clear communication across departments.
- Clearance & Post-Production – Assisted with clearance concerns, end credits, and financial paperwork, ensuring a smooth transition from production to post. Organized internal crew screenings and assisted with delivery requirements.
- Stakeholder Liaison – Coordinated meetings and documentation for producers, financiers, and key stakeholders.
- Logistics & Workflow – Arranged travel, accommodation, and transport logistics for cast and crew. Maintained production schedules, updated call sheets, and ensured efficient workflow between departments.
- Asset & Office Management – Oversaw production asset storage, archiving, and office operations.
- Research & Development – Conducted project research, compiled production reports, and provided script coverage and editorial feedback. Supported creative teams with administrative and research tasks.

Production & Development Coordinator - Netflix - April 2021 to July 2023

- A multifaceted role - in-house development and production role; balancing production coordination, logistical support, and creative development across multiple high-profile projects in a fast-paced, high-stakes environment.
- Worked closely with executives, producers, talent, and various departments (legal, finance, scheduling) to ensure smooth operations from pitch to delivery.
- End-to-end production coordination including post-production – Supported a slate of 17 series and films, including *Captain Fall*, *Agent Elvis*, *Carol*, *The House*, and *Entergalactic*, ensuring projects ran efficiently from development through to final delivery.
- Production workflow support – Coordinated with animation studios, production partners, and production crew to maintain smooth operations, adjusting schedules and resources as needed - hiring crew, onboarding, providing feedback,
- Working closely with the post-production team to handle deliveries of episode cuts, adjusting schedule, resolving delays, providing support where needed.
- Diary management & scheduling – Coordinated complex schedules across multiple time zones, managing calendars for executives and talent, arranging meetings, and facilitating seamless communication between teams.
- Talent & executive liaison – Worked directly with high-profile talent, directors, and producers to align creative and logistical needs, acting as a key point of contact across productions.
- Legal & finance coordination – Managed contracts, talent agreements, and production deals, liaising closely with legal and finance teams to ensure compliance, timely payments, and budget alignment.
- Budgeting & cost tracking – Assisted in evaluating production budgets, tracking expenses, and flagging cost-related concerns to ensure financial efficiency.
- Script & editorial development – Supported writers' rooms, tracked script revisions, logged feedback, and provided detailed editorial input on drafts, animatics, and other creative materials.
- Crew & casting coordination – Researched and hired key personnel in alignment with creative vision, ensuring smooth onboarding and workflow for production teams.
- Creative & visual development – Assisted in animation design R&D, evaluating moodboards, sourcing illustrators/designers, and ensuring alignment with the director's vision.
- Greenlight & stakeholder reporting – Prepared project offers, evaluated budgets, and ensured schedules aligned with executive priorities. Provided regular progress updates to internal teams and external stakeholders.
- Logistics & travel coordination – Managed travel arrangements for executives, talent, and production teams, ensuring smooth transitions across international productions.
- Presentation & strategy support – Created and led presentations and reports on project weekly/monthly updates, audience insights, and competitive analysis for executive teams.

Junior Producer - Myth Studios (FTC)

- Led animation and factual content producing projects for commercial, social and tv like ITV's Euro 2024 Title Sequence.
- Led research sessions, briefs, pitch decks, and contributor reports to support content development - using Canva, Adobe.
- Scheduled and budgeted productions, ensuring smooth transitions from pre-production to final delivery - often quick turnarounds, tight budgets. Communicating any updates to clients/stakeholders.
- Assisted in managing edit notes and post-production workflows, ensuring structured organization of footage. Created and maintained communication channels and managed feedback to and from clients to the internal team.
- Worked with creative teams to oversee script development, animatics, and design approvals working with talent.
- Coordinated with stakeholders, ensuring effective communication and alignment on project goals and final results - handling external calls with clients and creating reports to track company's progress per project and quarterly.

Entertainment One UK - Film Acquisitions/Development Coordinator - February 2026 to March 2021

- Worked within Acquisitions team and closely with LA development and production teams for UK perspective.
- First point of contact for partners such as Fable, Moonriver, Baby Cow, Altitude, BBC, Film4, Sixteen Films;
- Followed development projects from script to completion, providing critical feedback during drafts and cuts of film. For example, *Fireheart*, *Stan & Ollie*, *Blinded By The Light*, and *Mrs Harris Goes To Paris*.
- Efficiently logged submission to our internal database, circulating material, and responding to contacts.
- Provide comprehensive and analytical coverage of scripts and other materials.
- Attend markets like EFM, Cannes to meet sales agents/producers, attend screenings.
- Balance of creative and admin responsibility like database management, agendas and logistical tasks.

EDUCATION - BA Hons Degree - Screenwriting and Producing - A-LEVELS - 5 AS/A2 Levels (A* to B grades)

TRAINING - Greenshoot - Green Steward Training 2024 - **ScreenSkills** - Creative Production Management Course 2024 - **Creative Access** - Leadership Training 2023 - **Film's Distribution Association** - Talent Development for Women in Film Distribution 2021

REFERENCES - **Laura Arksey** - LArksey@openmike.co.uk - **Amit Pandya** - Apandya@nightair.com - **Julio Bonet** - jbonet@netflix.com - **Ashanti McIntosh** - Ashanti.MCINTOSH@studiocanal.com