

Charlotte Biggs

Contact Information

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Manchester Based / Relocate

ABOUT ME

Enthusiastic and detail-oriented aspiring Production Coordinator/ Operative with a degree in Digital Media and Communications and hands-on experience in high-paced TV production environments. Demonstrated strong organisational and communication skills through placements on *Emmerdale*, an Amazon Prime series, and a marketing role at Think Ambient. I am passionate about TV, storytelling, supporting creative teams. I thrive in fast-paced and collaborative settings. I'm a strong leader with the ability to assess situations quickly, break down tasks clearly, and motivate others to take action.

WORK EXPERIENCE

Standby Props Assistant (Work Experience)

Emmerdale, ITV – 1 Week

- Supported the standby props team on location shoots
- Assisted in set continuity and quick changes between scenes
- Gained firsthand insight into production workflow and on-set protocol

Standby Props Assistant

Amazon Prime Original Series – 2 Week

- Collaborated with the art and props department on a dynamic set
- Helped prepare and reset props between takes
- Learned the importance of clear communication and attention to detail
- Quickly resolved any prop-related issues that arose during filming to avoid delays

Marketing Assistant (Year Placement)

Think Ambient – [June/2023]

- Acted as a point of contact for clients and managed communication
- Handled deliveries, tracked proofs of delivery, and ensured smooth logistics
- Created engaging social media content across platforms
- Wrote and distributed weekly newsletters to clients and stakeholders

Production Assistant / Art Department Assistant

The Ever-Burning Blade - Student Film 2023

- Sourced and secured diverse locations for filming, facilitating a smooth production process
- Ensured all props, food, and other supplies were on site and readily available at the filming location
- Coordinated with various departments to ensure seamless communication and efficient workflow during production

EDUCATION

BA (Hons) Digital Media and Communications

Manchester Metropolitan University, 2024 Graduate.

Units include: Digital Rights, digital media content creation, web design, user experience, digital project management, research & development and information management.

SKILLS

Strong communication & client-handling experience

Knowledge of production processes and on-set etiquette

Familiar with call sheets, script breakdowns, and continuity notes

Proficient in Microsoft Office, Excel, Google Workspace, Canva, and social media scheduling tools

Organised, reliable, and detail focused

Project Management and Leadership

Numerical skills

- Assisted Actors with everything they needed during shoots

Content Creator (Freelance & In-House)

Shiko Group & Various Clients – 2022-2024

- Filmed and edited high quality engaging content across multiple venues and brands, tailored for platform-specific algorithms.
- Collaborated with venue teams and small businesses to align creative content with brand identity
- Handled end-to-end production: planning, shooting, editing and publishing across social media.

Supervisors - Courts Club

- Confidently led the team during busy shifts and delegated tasks effectively.
- Maintained high service standards and handled any issues with professionalism and calm under pressure.

Hobbies and Interests

I love hiking and often take trips to Scotland to explore its beautiful Munros and nature. I was also a member of the MMU Cheer Team and Manchester Cheer, enjoying the fun and challenging aspects of cheerleading. In my free time, I like to stay busy with my crafts and watching films, as I am a big film enthusiast.

Recently I went traveling around Southeast Asia for 6 months.