

Emily Lancashire

Trainee Production Coordinator

**Manchester Based
Factual Entertainment
Documentary
Studio
Location**

Skills:

- **Fluent in English and Danish, Have dual citizenship and passports**
- **Experience using Octopus PMI, Trint, Office 365, Albert Carbon Calculator.**
- **First Aid trained**

Work History

Trainee Production Coordinator - Forensics S5

True North

2/6/25 - Present

Production Manager - Simon Robertson

Series Producer - Joel Orme

- **Contacting contributors and locations, sending and logging consent release forms. Sourcing and creating props. Organising and booking travel and accommodation for cast and crew, Reconciling cards and creating POs for invoices.**

Paramount Production Trainee - Teen Mum UK

True North

17/3/25 - 24/4/25

Production Manager - Adam Curwen

Series Producer - Jake Court

- **Researching and contact locations, logging consent and release forms, logging video diaries, Creating call sheets, Post production paperwork creating Q sheets, Reconciling cards and creating PO's for invoices**

Logger - Paris 2024 Olympics

BBC Sport

1/8/24 - 10/8/24

- **Logged a variety of sporting events both live and past events.**

Studio Runner - Dragon's Den (Daylies)

Versa Studios

9/2022 - 3/2024

Studios Coordinator - Lily Britten

- **Greeting cast and contributors, helped outsourced company with props and equipment, stocked up green rooms.**

Area Leader - McDonald's

5/2019 - 6/2025

- **A leadership role where I manage areas and teams of 20 different people every shift, I deal with equipment issues and customer complaints, Manage cashflow and the safe, help organise work events for staff.**

Education

1st - MA in Production Management for TV and film

2:1 - BA in TV and Radio Production

References available on request.

GDPR Statement: This CV may be kept on file and distributed for employment purposes