

Kirsten Ellis / Production Coordinator / West Midlands

T: 07702 540 246 / E: kirsten.ellis23@outlook.com

PERSONAL STATEMENT

Experienced Production Coordinator who has worked in Scripted & Unscripted TV and radio. I have excellent written, verbal, and organisation skills displayed through my communication of production paperwork with crew and talent. I am hard-working, adaptable, and able to work in fast-paced environments. My career goal is to progress in Production Management.

SKILLS

- Albert
 - Documenting Production Paperwork
 - DBS (2025) & Clean Driving License
 - Excellent Written & Verbal Communication
 - Setting Up Location Shoots in the UK & Abroad
 - PMI
 - Microsoft Word & Excel
 - Budget Tracking
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BROADCAST CREDITS

Production Coordinator, MasterChef Amateurs S22, Shine TV (BBC 1) 2025 (Once Aired)

Production Coordinator, MasterChef Professionals S18, Shine TV (BBC 1) 2025

Junior Production Coordinator, Celebrity MasterChef S20, Shine TV (BBC 1) 2025

Junior Production Coordinator, S6 Bad Skin Clinic, Full Fat TV (Discovery) 2023

Production Secretary, S5 Bad Skin Clinic, Full Fat TV (Discovery) 2023

EMPLOYMENT (MEDIA)

Art Department Coordinator, Peaky Blinders, Kudos, Jan 2026 – Present

- Budget Tracking; Scheduling; Distributing Drawings; Labour Flow; Invoices & Floats

Production Coordinator, MasterChef S22, Shine TV, Nov 2024 – Dec 2025

- Call Sheets & Schedules; PMI; Coordinating Location Shoots (including abroad); Managing Runners & Production Secretary; Talent Management; Crew bookings; Contracts; Recruitment; Safeguarding Rep

Production Coordinator, The Archers, BBC Radio 4, Apr 2024 – Nov 2024

(Currently cover Sunday Studios as a Studio Coordinator – Dec 2024 – Present)

- Studio (Episode Timings, Assisting Director); Formatting Scripts; Contributing ideas in Script Meetings; Assisting Auditions; Casting Availability; Proteus; Artist Requisitions

Production Coordinator, BBC Apprentice Hub – Sep 2022 – Apr 2024

- **Placement with Full Fat TV**
 - S5 & S6 The Bad Skin Clinic (Doc, Discovery) – *Credited Roles*
 - Morning Live Shorts (Doc, BBC) – *Junior Production Coordinator*
 - A&E Crash Scene Emergency (Doc, Channel 5) – *Post-Production Paperwork*
 - Musical Masterpieces (Doc, Sky Arts) – *Managing Travel for Talent and Crew*
 - Property Show Pilot Episode (Factual Entertainment) – *Production Coordinator*

Runner, BBC Doctors – Aug 2022

- Shadowing 3rd AD; Assisting Cast during shoots

Camera Assistant, Commonwealth Games (Hockey), Progress Productions – Jul – Aug 2022

- Assisting Camera Operator; Working with Presenter; Shooting Crowd shots and Interviews

OTHER EXPERIENCE

Current

Youth Leader (Volunteer), Gas Street Central (Oct 2021 – Present)

Previous

Drama and English Tutor (May 2021 – Jan 2025)

Events Assistant, Unique Venues Birmingham (May – Jun 2022)

- Setting up event spaces for up to 200 people; working under pressure in a busy theatre

Arts Internship, Arts Uplift CIC (Jun – Aug 2022)

- Supported ‘Arts Dementia Warwickshire: Storytelling Sessions’; Produced & edited welcome video

Support Worker, Scottish Dance Theatre, Dundee Rep (Sep 2018 – Jun 2019)

- Administration; working with children and vulnerable adults

India Expedition (Ladakh, Delhi, Agra across 3 weeks) (Jul 2018)

- Seven Day Trek (Reaching 5000m Above Sea Level); Snow Leopard Conservation Project-working

EDUCATION

Drama and English, BA (Honours) – 1st Class University of Birmingham 2019 – 2022

Extended Essay: Finding Catharsis in Sharing Post-Trauma Writing

REFERENCES (Available on Request)

