

CHELSEA FOSTER

ASSISTANT PRODUCTION COORDINATOR

Based in Manchester (can commute to Sheffield & Leeds)

Full Clean UK Driving Licence 25+

Talent Manager: [144611-Chelsea Foster](#)

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PERSONAL STATEMENT

I am a driven freelance production coordinator with experience in both factual entertainment & high-end scripted shows, seeking continued development in further scripted roles. I have a multitude of experience working with both UK independent production companies as well as US broadcasters. I'm adept at managing a multitude of tasks simultaneously using unparalleled attention to detail & efficient communication.

KEY SKILLS & EXPERTISE

- International & UK logistics coordination
- Thorough diary management
- ALBERT trained – Sustainable Production
- Experienced with Scenecronize, EP & Netflix software
- Knowledge of Pact Equity TV Agreement
- Cost management – Excel cost logs, PMI, SAP
- COVID training & protocol implementation
- UK & US post paperwork, archive & music clearance
- Proficient in Microsoft Suite

HETV Development

HETV: Building Your Career Portfolio – thinkBIGGER! & ScreenSkills

May 2023 – July 2023

Step Up to Production Coordinator HETV & Film – Production Training Co., The Call Sheet, ScreenSkills

Oct 2022 – Dec 2022

CAREER

Nest Productions

Production Coordinator (Temporary)

Feb 2024 – Present

- Supporting the Junior Production Manager & Production Manager, works across multiple projects simultaneously, creating and maintaining important tracking and archive documents, chasing invoices & payments and general administrative duties
- Coordinates kit returns and orders across multiple shoots

Waterstones – Deansgate

Peak Bookseller (Holiday Temp)

Nov 2023 – Jan 2024

Temporary role delivering exceptional customer service & maintaining high standards during particularly busy sales period.

Warner Brothers – Wall to Wall & Rope Ladder Fiction

Production Secretary – Waterloo Road – BBC ONE

July 2023 – Sept 2023

Line Producer – Richard Everiss, Production Coordinator – Hannah Noonan

- Working with the Series Producer, Director & AD team, efficiently coordinated logistics for over 20 key cast
- Created from scratch a fully working document to calculate & track cast Drop Days, confirmed releases & Holiday to ensure contractual obligations were met & budget remained on track

Broke and Bones

Assistant Production Coordinator (Temporary) – Toxic Town – NETFLIX

July 2023

Line Producer – Mike Noble, Production Manager – Ben Mansley

- 2 week cover assisting Production team on daily tasks including diary management, Production Calendar & crew list updates

Entertainment One

Assistant Production Coordinator (Shadowing) – A Gentleman in Moscow – PARAMOUNT+

June 2023 – July 2023

Line Producer – Desmond Hughes, Production Manager – Kerri Burbidge

- Assisting Coordinator & Assistant Production Coordinator with daily reports & administrative tasks, closely observing the inner workings & day-to-day processes for a Band 3 Drama with a cast & crew of 200+
- Meeting with various teams to discuss interdepartmental relationships & smooth running of a large high-end production

Workerbee / Endemol Shine North America

Post Production Coordinator – Hot Wheels: Ultimate Challenge – NBC UNIVERSAL

Feb 2023 – June 2023

Post Production Manager – Lily Jane Stead

- As part of a £1+ million budget, managed archive allocation & any additional expenditure of the Edit team
- Established & maintained detailed workflows between team members to enable efficient processing of footage ensuring quick turnaround delivery deadlines were met for 10 x 60' episodes

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

BBC Studios

Production Coordinator – The One Show, Series 16 (VT Team) – BBC ONE Nov 2022 – Dec 2022

Production Managers – Dawn MacDonald, Sophie Black

- Adapted quickly to several late schedule changes, effectively problem-solving quick turnaround challenges to ensure filming & deliveries remained on track
- Managed multiple budgets of up to £2,500 per film as well as proactively planned financials for future films to ensure budgets remained in line with projections where possible

Production Coordinator – Rip Off Britain: Holidays, Series 11 – BBC ONE Oct 2022 – Nov 2022

Production Manager – Natalie Palmer

- Efficiently communicated with up to 5 remote crews per week to relay logistics for filming across the UK
- Provided thoroughly detailed call sheets to the crew promptly before each deployment

Production Secretary/PMA – The One Show, Series 16 (VT Team) – BBC ONE Sep 2022 – Oct 2022

Unit Manager – Brooke Clegg

- Routinely liaised with the edit team at Dock10 to confirm edit & rushes delivery schedules
- Created film-specific contributor release forms & ensured completion along with all other post production paperwork

Studio Lambert

Production Secretary – Naked Attraction 11 & 12 – CHANNEL 4 July 2022 – Sep 2022

Production Manager – Adam Curwen

- Responsible for researching, planning, & sourcing all props required for over 30 individuals' stories
- Processed & ensured any sensitive paperwork was processed and filed in a safe and confidential manner

Production Secretary – Four in a Bed, Series 16 – CHANNEL 4 Jan 2022 – July 2022

Line Producer – Ellie Rowe

- Effectively planned logistics for multiple crews across 3 blocks of filming in various UK locations
- Assisted with post production paperwork including rights & licencing clearance on Silvermouse

Cardiff Productions

Production Secretary – Beauty & the Bleach – BBC TWO Oct 2021 – Dec 2021

Production Manager – Lindsay Davies

- Working across multiple time zones & other engagements, successfully arranged travel & accommodation for high-profile talent, Tan France
- Researched & provided local recce for various filming locations, securing via the appropriate permits when confirmed

Production Secretary – We Are Black & British – BBC TWO Sep 2021 – Oct 2021

Production Manager – Lindsay Davies

- Successfully planned and facilitated staggered arrival from various cities across the UK to the location
- Oversaw & maintained strict COVID protocols remained in place throughout filming on location & off-site locations

Channel 4

Partnerships Executive Sep 2019 - Aug 2021

Partnerships Assistant Jan 2019 - Aug 2019

- Liaised daily & collaborated with several internal departments to aid sponsorship sales & maximise opportunities
- Managed ongoing deals, ensuring contractual terms are met and expectations were managed between internal and external stakeholders
- Ensured that sponsorship credits were delivered & ingested into the presentation system in a timely manner
- Managed deal trackers on live campaigns, creating ad hoc reports on campaign delivery

FURTHER TRAINING

ScreenSkills

Coronavirus Basic Awareness (June 2023), Introduction to Mental Health Awareness at Work (June 2022), Addressing Unconscious Bias: Basic Awareness in the Workplace & Tackling Harassment and Bullying at Work (Jan 2022)

EDUCATION

University of Central Florida – Orlando, Florida, USA Aug 2009 – May 2013

Bachelor of Science in Event Management, minor in Hospitality Management – 3.5 GPA; 2:1 Equivalent

REFERENCES

Naomi Stokes – Junior Production Manager – naomi@nestproductions.co.uk

Hannah Noonan – Production Coordinator – hannah.noonan@walltowall.co.uk