

Eleanor Wilson

Production Coordination and Management

London, UK, Full, clean driving license

Production Manager (unscripted) and Stage Manager experienced in managing both long and short-form projects including documentary and live music and arts programming. Specialised in managing complex, international, high-security productions and projects involving children and vulnerable talent, overseeing cast safeguarding and welfare compliance. Composed, efficient and creative with excellent attention to detail, even under pressure. Now seeking scripted PM/POC/PS roles to bring expertise to film and TV productions.

Contact

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Skills

- ✦ **Persian**, fluent **Spanish**, intermediate **French & German**, basic
 - ✦ Confident and personable manager and team player
 - ✦ Thorough first-hand knowledge of UK production practices and requirements
 - ✦ Multi-skilled and adaptable due to diverse experience across production
 - ✦ Strongly financially literate
 - ✦ Proficient across production and office applications and tools
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Certifications and Training

- ✦ **ScreenSkills Training Passport**, ScreenSkills, Dec 25
 - ✦ **First Aid trained**, Oct 25
 - ✦ **Film and TV Online Safety Passport Course**, The Mark Milsome Foundation, Sep 25
 - ✦ **Practical Accredited Regulations Training for Working with Children in the Entertainment Industry**, The City and Guilds Accredited Programme, Sep 25
 - ✦ **Introduction to sustainability for the screen industries**, ScreenSkills, Jul 25
 - ✦ **High-end TV scripted production paperwork**, ScreenSkills, Jun 25
 - ✦ **Production management in focus: legal and compliance**, ScreenSkills, Jun 25
 - ✦ **Enhanced DBS certified**, Jan 25
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Education

- ✦ **Intermediate Spanish II**, KCL London, 2024
- ✦ **MA Translation Studies [Persian]**, Distinction, SOAS London, 2022
- ✦ **MA Persian Studies**, 2:1, Distinction in Spoken Persian, Edinburgh University, 2016

Experience

June 2025 – Present

Duty Manager, The Questors Theatre

- ✦ Managing front-of-house teams, operations and site

January 2026

Production Manager Shadow, SUGAR, Wild Swim Films + the BFI

October 2025

Stage Manager, The Julian Light Operatic Society

- ✦ Managing backstage and performance

September 2025

Production Coordinator Skills Bootcamp (scripted), All Spring Media

- ✦ Pre-production, production and wrap workflows, paperwork and progress reports
- ✦ Post-production prep
- ✦ Child licensing and safeguarding
- ✦ Working with cast and agents, CANs and contracts, travel and accommodation, medicals and insurance
- ✦ Financial Systems and budgeting
- ✦ Health & Safety in film and TV
- ✦ Copyright, clearances and compliance, neg checks, product and prop placement agreements
- ✦ Coordinating script changes
- ✦ Crew contracting, DOODs, timesheets
- ✦ Accessibility in film and TV
- ✦ Introduction to SetKeeper, Team Engine and Final Draft

May 2024 - Present (unpaid role)

Stage Management, Live Captioning + Properties, The Questors Theatre

- Managing theatre productions, cast and crew, from rehearsal to get-out
- Create captioning files from scripts and operate captioning unit during live performances
- Source and/or make props and furniture

November 2018 – October 2025

Volant Media

Editorial Support [Production] Coordinator, Broadcast Operations

Executive Support for the Director of Broadcast Operations, managing budget, contractors, crew and technical procurement

[Production Management role], Current Affairs [Documentaries]

- Delivered the network's biggest live music shows of 2023 and 2024
- Managed live shows and documentary productions across two channels
- Managed talent, crew and contractors across productions

Editorial Support [Production] Coordinator, Newsgathering

- Coordinated breaking news coverage across several international bureaus
- Managed rotas and timesheets for a 50+ team
- Produced weekly productivity, staffing and expenditure reports
- Planned and monitor shoot budgets, reconciled expenses, processed POs, and processed invoices
- Secured press cards, filming permits and agency access
- Handled travel, accommodation, and catering for deployments, often under extreme time pressure.

Translator, Digital Team

- Translated and published real-time content from the network's Persian Twitter feed to its English-language counterpart, ensuring clarity and tone alignment.
- Copyedited and re-translated long-form Persian content for publication on the network's English website, maintaining both journalistic integrity and linguistic accuracy under tight deadlines.

Guest Producer, News & Sports

- Brought renowned political and sports personalities to the show
- Facilitated the technical delivery of interviews, directly supporting in-studio guests and the gallery
- Wrote on-screen news straps and provided editorial input for live output.

February 2018 – March 2018

GDPR Consultant, Cairngorm Group, Inverness

- Independently project managed data retention overhaul to bring the business in line with new GDPR legislation

August 2016 – December 2017

Case Manager, Scottish Widows, Edinburgh

- Managed life insurance cases within a specialist team

June 2016 – August 2016

Duty Manager, Euro Hostels, Edinburgh

- Managed daily front desk team and operations at a pop-up hostel during the festival season

References available on request

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