

# Laura Brook-Smith

## Production Coordinator

North West based, with an effective WFH set up for remote working

**Quick thinking problem solver, great interpersonal skills, with a creative mind, and eye for logistics.**

Production Coordinator specialising in unscripted entertainment. Most recently having worked on Emmy Award winning production, Welcome to Wrexham. Looking to progress and continually thrive within Production Management.

### Skills

- Creating Call Sheets, Risk Assessments, and Production Reports for multiple units
- Obtaining Permits for the UK/ USA
- Arranging travel, hotel and filming logistics
- Finding Fixers and arranging ATA Carnets for Europe/ West Africa
- Booking Couriers, arranging Kit Hire
- Updating and distributing crew contracts
- Drafting Budgets for Overseas shoots
- Reconciling costs, processing expenses, raising POs, and handling petty cash
- Live logging interviews and actuality with Timecode+, adding information to Hot Sheets
- Completing Albert Certification
- Clearing photos and music
- Transcribing scripts ready for VO
- Postproduction Deliveries/ Paperwork, including the use of Silvermouse
- Liaising with PR and Press Teams
- Sourcing props and costumes
- Creating Materials for Training Purposes
- Full Clean Driving Licence

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### TV Production Experience

Postproduction Coordinator	True North	<i>Help! We Bought a Village S4</i>	08.10.25 - 17.08.25
Production Coordinator	Neo Studios	<i>Welcome to Wrexham S4</i>	01.08.24 - 10.11.24
Production Coordinator	Neo Studios	<i>Welcome to Wrexham S3</i>	05.08.23 - 14.07.24
Production Coordinator	Future Studios	<i>The Bakersfield 3</i>	23.01.23 - 04.08.23
Production Coordinator	Future Studios	<i>Real Time Crime</i>	16.05.22 - 20.01.23
Production Coordinator	Daisybeck Studios	<i>The Yorkshire Vet S14</i>	01.03.22 - 13.05.22
Jnr Production Coordinator	Daisybeck Studios	<i>The Yorkshire Vet S13</i>	08.09.21 - 28.02.22
Production Secretary	Daisybeck Studios	<i>Milkshake Monkey</i>	15.03.21 - 10.06.21
Production Secretary	Daisybeck Studios	<i>The Yorkshire Vet S11 &amp; S12</i>	07.09.20 - 07.09.21
Runner	Initial TV	<i>Soccer Aid 2020</i>	28.08.20 - 06.09.20
Runner	Zeppotron	<i>8 Out of 10 Cats Does Countdown</i>	02.09.19 - 12.11.19
Gallery Logger	Gameface TV	<i>Britain's Brightest Celebrity Family</i>	28.08.19 - 29.08.19
Runner	Talkback	<i>Alan Carr's Epic Gameshow</i>	13.07.19 - 09.08.19
Runner	OTT Productions	<i>Rolling in It</i>	25.04.19 - 28.04.19
Logger/ Runner	Thames TV	<i>Britain's Got More Talent</i>	18.01.19 - 24.02.19
Runner	Thames TV	<i>Take Me Out</i>	04.11.18 - 15.11.18
Runner	Remarkable TV	<i>All Together Now</i>	06.09.18 - 26.09.18

## **Film Production Experience**

Production Assistant	HFG Studios	<i>Mister Mayfair: Serena's Game</i>	24.02.20 - 23.03.20
Production Assistant	HFG Studios	<i>My Dad's Christmas Date</i>	15.12.19 - 31.01.20
Production Runner	HFG Studios	<i>Mister Mayfair</i>	09.11.19 - 02.12.19
Office Intern	Revolution Films	<i>The Wedding Guest</i>	23.04.18 - 04.05.18

## **Awards**

2024 Emmy Awards Honors – Laura Brook-Smith, Production Coordinator – For Contributions to the Emmy Award Winning Outstanding Unstructured Reality Program, Welcome to Wrexham

## **Relevant Training**

Safeguarding for all: basic awareness for the screen industries	Screenskills Learning	28.06.24
Addressing unconscious bias: basic awareness in the workplace	Screenskills Learning	28.06.24
Introduction to mental health awareness at work	Screenskills Learning	28.06.24
Tackling harassment and bullying at work	Screenskills Learning	28.06.24
First Aid Trained	Emergency First Response Corp.	08.02.22
Working in Production	Production Managers Association	22.07.20

## **Reference**

Available on Request

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