

Producer/Production Manager – Film + HETV

Jocelyn Chandler-Hawkins – 07876 112619

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Professional Summary:

Film & TV production coordinator, manager and producer with wider experience in a range of production roles and post production management. Strengths include organisation of production activity, crewing up productions and wider support for film projects, organisation and communication skills from development through to post production and festival submission/marketing. Proficient and experienced in using MS Office, Google Suite, Zoom, Canva and Notion.

Producer

Words on a Page \ Dir. Nathalia Syam \ 2025 \ 9 minutes

Short film. Drama. script review and selection, selected and booked crew, organised auditions and casting, location selection, budget management, contract organisation and selection, equipment booking and return plus production staff management. In addition, post production management of the sound mix, grade and final assembly and development of marketing/festival strategy.

Production Manager

The Complaint \ Dir. Maria Trevis \ 2023 \ 10 minutes

Management of the 2-day shoot supporting set dress, location support and equipment delivery and return, refreshments and crew support, set clean up and wrap including return of hired set decoration.

Production Coordinator 2022

The Experiment (feature film) \ Dir. Chee Keong Cheung \ 1 hour 30 minutes

Lead production coordinator working closely with the producer running the production office covering location liaison and follow up, hotel and travel logistics booking and crew support. Stepped up to **Production management duties** including talent liaison to organise travel, hotels and personal requirements, review of script and shoot days to check for requirements, Heads of Department follow up, invoices and schedule change communications. Post-shoot – organised collection and return of equipment, furniture and on loan resources.

Producer

Hells Bells \ Dir. Luke Jeffery \ 2016 \ 14 minutes

Short film production where my role included: securing sponsorship from a local Devon brewer to sponsor the shoot, pre-shoot support at casting calls and self-tape reviews, on set support to complete release forms, signpost extras and manage the locations & extras, on set support for director to follow up queries and organised the premier screening at Exeter Phoenix.

Freelance producer + curator (contract role) \ Cinema For All \ June 2025 to present (contract end February 2026)

Development and delivery of gala awards event to [celebrate 100 years of community cinema](#). Secured host Rhianna Dillon, organised special guest hospitality, set up layout and tech run throughs at venue, staff rotas and stage management of event hosting 200+ guests. Co-developed archive materials for 6 day exhibition 'Community Cinema Is...' of materials working with a community gallery and welcoming over 200 visitors. Support for nationwide community cinema events, increasing film bookings and reaching out to under represented groups and organisations. Collaboration with PR team to highlight the key elements of the celebrations, radio interviews, case studies and on going event development.

Outreach + Engagement Officer (contract role) \ Resource Productions (contract role) \ February 2024 to March 2025

Development and delivery of training programmes to support new entrants to the film and TV industry including workshop development and delivery, set etiquette training, CV clinic, job search techniques and networking skills. In addition maintaining learner records and one to one mentor/mentee sessions with the learners.

Event Manager (contract role) \ Directors UK \ September 2023 to February 2024

Event development and delivery of the Directors UK [podcast event series](#), with directors sharing their experience of making their most recent work. The role includes development of event briefs, conversation recording using a Zoom mic, liaison with venue to check tech specifications for recording and collaboration with film distribution and PR companies (Sky, Mubi, Warner Brothers, DDA PR).

Festival Producer and Director (contract role) \ Film Bath \ October 2022 to January 2023

Delivery of 2022 film festival across multiple venues in the city of Bath. Recruited and trained 40 volunteers along with management of 3 festival staff to cover marketing, planning and festival delivery. Lead contact for sponsors and benefactors managing ticket allocation and communications. Coordination of artwork and social media communications working closely with the designer and marketing assistant. Planning and delivery of the IMDb New Filmmaker awards including script for the presenter, judge booking/support and liaison with the winner. Budget management to complete box office returns, invoice payment and ticket sales income reviews. Post-festival analysis with recommendations for future development of the festival including opportunities for sponsorship and audience development. Secured IMDb sponsorship for 2023/24.

**Event Manager \\
Really Local Group (contract role) \\
January to May 2022**

Coordinated and developed events activity for Reading Biscuit Factory, Catford Mews plus development plan for Ealing project including creation and review of the events processes for each location working closely with the on-site teams, amended the pricing for booking to support community engagement. Connected local community groups at the 3 locations including Chitter Chatter Crafts, Film London, Jazz Refreshed, Lewisham Council, Reading Business Improvement District, along with local artists, musicians and creatives to develop cost effective workshop events.

Trustee at [Screen South](#) July 2023 to present Working closely with the fellow trustees and the executive team as an industry experienced team to shape Screen South's strategic direction. Duties include supporting the organisation to operate in a consistent manner, assisting in developing and maintaining positive stakeholder relationships.

Marketing Assistant (contract) Exeter Phoenix – Scandiland Film Festival October 2014 – December 2014

Carried out local market research to link the festival to local groups and organisations, liaised with the festival producer to ensure the smooth running of each event and to organise refreshments, acting as steward to support attendees. Supported the immersive screening of *Troll Hunter* at Halden Forest by helping with seating, box office and post-event surveys. Created a report and analysis of feedback for the festival organisers to develop future events. Coordinated an immersive screening of *Babette's Feast*, with a pre-screening menu, a reflection of the feast on screen.

Founder and director of [Through A Different Lens](#), freelance practice – film producing / event curation and delivery

Produced and directed a trailer for [Rabble Theatre](#) to promote their production of Henry I at Reading Abbey. Produced and directed a [short film](#) to commemorate the legacy of Paul Robeson and his visit to Reading Concert Hall in May 1960. Created, produced and directed an [oral history](#) project in collaboration with Reading Museum and the Caribbean community on the Windrush community and their descendants. Secured Windrush Funding in 2020 to create and produce 3 creative events to support the Caribbean heritage creatives to gain confidence in film making, poetry and animation making. Development and delivery of [Creative Connection](#) a regular immersive screening and meet up event with Q+A panel to bring together Berkshire-based creatives and filmmakers to develop collaborations, to watch films and to share skills. Supported by BFI Film Hub South East and local sponsors.

Employment History**University of Surrey (various roles)****Development Officer – Research & Innovation department September 2017 – December 2021**

Including producer of the [Start Up Surrey podcast \(season 1\)](#), Equality, Diversity and Inclusion officer leading the staff engagement group for diversity and inclusion.

Devon County Council - Trading Standards Marketing Officer November 2016 to September 2017**Active Devon – Marketing and Communications Officer (part time) September 2013 – January 2015****University of Exeter September Contract Administrator (part time) September 2012 – October 2016****Roger Gullidge Design - Marketing Executive January – August 2012****Guide Dogs for the Blind – Marketing and Project Coordinator May 2007 – January 2012****Gillette Group (Now P&G) Sales Support and Regional Sales Training Coordinator March 2002 – April 2007****Education/Qualifications/Professional Development**

- Open University – BA (Hons) Arts and Humanities
- City & Guilds award in Education and Training
- HND Media Production, Guildford College
- Meadway Comprehensive School, Reading 10 GCSEs Awarded

Professional Development

- Screen Skills – Tackling Harassment and Bullying at Work and Safeguarding for all : Basic Awareness for the Screen Industries.
- Photoshop and UX Design Introduction workshops with Media Training Ltd
- Arts Award Assessor training - Bronze and Silver level
- Springboard – Women's Development Programme completed
- Mental Health First Aider (MHFA) 2021
- Mentee and Mentor at the Santander Women Ahead Program
- London Short Film Festival volunteer (LSFF) 2019
- PRINCE2 project management qualification
- Chartered Management Institute (CMI), Level 3 qualification in first line management
- Integrated Leadership Development Programme - Part of Cultural Leadership Programme