



Emma Jayne Goins

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Bristol

About Me

Film professional with on-set and office experience across major international productions. Comfortable managing schedules, logistics, and production paperwork, and working across departments to keep communication clear and production moving, often acting as a central point of contact between teams in the office and on set. Multilingual in English, Italian, and Spanish, with a dual citizenship (British, & Italian) and an European driving licence.

Skills

- Scheduling & Logistics
- On-Set & Production Office Workflow
- Supplier Management
- Organisation & Multitasking
- Budget Tracking
- Documentation & Administration
- Production Systems & IT:
Microsoft Office • Google Workspace
SyncOnSet • Scenechronize

Education

MSc in Events Management
University of the West of England
Bristol, UK
2019 - 2020

BA in Marketing Communications
University of the West of England
Bristol, UK
2016 - 2019

Diploma in Graphic Design
Liceo Artistico Ripetta
Roma, Italy
2011 - 2016

Languages

English - Native fluency
Italian - Native fluency
Spanish - Intermediate level

Relevant Work Experience

2023 - 2026

Costume Coordinator & Extras Costumer *Various Productions*

- Coordinated schedules, fittings, and daily department logistics
- Managed all administration: timesheets, overtime, petty cash, and POs
- Tracked budget spend and maintained cost control
- Managed supplier contracts and oversaw inventory and returns
- Prepared and delivered departmental wrap documentation

Credits include:

"Dig" - NBC (April - May 2026)
"The Four Seasons S2" - NBC (Nov - Dec 2025)
"FBI International S3" - CBS (Feb - March 2024)
"Signora Volpe S2" - Cattleya (August - Dec 2023)

March - July
2025

Asset Coordinator - "The Dog Stars"

Panorama Films | Disney Motion Pictures Productions

- Tracked assets across departments and maintained master asset database
- Managed asset sales process, including pricing, approvals, and compiling of sales documentation (Bills of Sale, Asset Purchase Request Forms)
- Coordinated weekly reporting with Disney Asset Manager
- Handled asset-related queries from departments and studio

June - Dec
2022

Assistant Production Coordinator - "The First Omen"

Disney Motion Pictures Productions | Cattleya

- Supported producers, supervisors, and HoDs with scheduling, documentation, and a wide range of requests
- Central point of contact for cross-department organisation and information flow
- Scheduled and coordinated all production & studio meetings via Zoom
- Distributed schedules, reports, and production documents to all the crew
- Oversaw logistics including international shipments and customs clearan

2021 - 2024

Costume PA

Various Productions

- Managed tracking of assets, deliveries, online orders and liaising with suppliers
- Dressing doubles and extras
- Checking in rented costumes from numerous costume houses
- Assisting during fittings
- Tending to the needs of the costume departments and running errands

Credits include:

"Emily in Paris S4" - 360 Degrees Films (April - May 2024)
"Napoleon" - Apple TV (August 2021- June 2022)

Feb - May
2021

Office & Cast PA - "House of Gucci"

Panorama Films

- Acted as a point of contact for cast and their teams, handling requests efficiently on set
- Assisting the Travel Department in organising flights and trains for the cast and crew by compiling Travel Movement Orders and Travel Logs
- Ensuring the cast and crew had all the appropriate documentation for their trip
- Compiling petty cash forms