

# Dhrooti Mills

## CONTACT

- 07941 553577
- dhrootim@gmail.com
- Hertfordshire
- Full clean UK driving licence (own vehicle)
- Enhanced DBS

## ABOUT ME

Highly creative and organised event coordinator with a strong track record in project managing, logistics and operations. Excellent diary management and administrative skills, and personable and hands-on practical approach. Extensive experience working with Film and TV production crews on location, pivoting to refocus and actively pursue a career in production and locations departments in Film and HETV

## SKILLS

- Production Workflow & Paperwork
- Child Licensing
- Accounts & Invoicing
- Sustainability
- Operational oversight
- Copyright & Clearance
- Crew Contracts
- Post-Production
- Accessibility & EDI
- Health & Safety
- Social Media Platforms
- Google & Microsoft Office Suites
- English (Fluent)
- Gujarati (conversational)

## EDUCATION/ QUALIFICATIONS

- **PRODUCTION COORDINATOR**  
Skills Bootcamp - All Spring Media  
February 2026
- **CHILD LICENSING & SAFEGUARDING CERTIFICATE**  
City & Guilds  
February 2026
- **EVENTS MANAGEMENT**  
Skills Bootcamp - Academy of Live Technology  
March 2025
- **BA (HONS) FASHION & TEXTILES**  
Ravensbourne University  
June 1992

## INDUSTRY EXPERIENCE

### Lettings & Events Coordinator Ashlyns School

2020-present

- On-Site Coordinator for Film and TV productions, including:  
**FEATURE FILMS** - *See How They Run, Golda, Boys In The Boat*  
**TV SHOWS** - ITV - *Grantchester, Long Lost Family*  
- BBC Comedies - *Here We Go, Ann Droid*  
**NFTS** - *Digi-Fiction Film "Maternal"*  
**PHOTOSHOOT** - *Yamaha*  
**SHOWREEL** - *From Foundlings to Film (Visit Herts promotion)*  
*Production, storyboard, casting, props, and costumes*

- Managing events and bookings from enquiry to delivery
- Planning and scheduling site visits and on-the-day coordination
- Working closely with the site team to deliver projects
- Ensured all bookings meet safeguarding and HSE requirements
- Produce and maintain accurate records
- Created marketing materials and venue branding ready for social media platforms and website
- Project managed VR content and digital recordings to document the building's history for tours
- Led large-scale events (Ashlyns Festival 3000+ attendees and Craft Fair 1000+ attendees) - coordinating logistics, securing sponsorship and managing marketing and promotion, raising £6000 to £10,000 on average per year

## WORK EXPERIENCE

### Arts Centre Manager

2017-2020

#### The Vyne Theatre & Dance Studios

- Centralised booking and record-keeping system for theatre and studio hires
- Supporting invoicing and improving operational oversight
- Project-managed the development, design and production of the quarterly event brochure
- Networked with local businesses to secure advertising funding.
- Coordinated live events (Comedy Nights, Live Music gigs) and screenings (eg National Theatre, Royal Ballet)
- FOH operations, ticketing and audience engagement

### Advertising Administrator - Muddy Stiletto

2014-2017

#### Business Administrator - Belle Gel

#### Administrator, Events & Show Coordinator - Allstars Academy

- Critical business administrative duties for all above roles and:
- Planning and delivery of the annual Muddy Awards
- Organised photoshoots for managing creative assets for Belle Gel
- Coordinated end-to-end logistics for dance shows, festivals and holiday clubs, rehearsal scheduling and backstage management for Allstars Academy

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### References available on request

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