

# HELEN SWINDELLS

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Date of Birth : 19th June 1982  
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## PERSONAL QUALITIES

I am dedicated to maintaining a high quality standard in all work I participate in. I am bright, enthusiastic and enjoy challenges. I am highly organised and have fantastic interpersonal skills.

## WORK EXPERIENCE

**October – December 2012**

**Studio Lambert, London UK.**

**'InRealLife' – Production Coordinator** : feature documentary for theatrical release *Director- Beeban Kidron*

- Responsible for setting up of filming shoots in various UK locations. Booking crew, kit, travel. Liaising with contributors, majority young people with sensitive issues, managing release forms.
- Manage filming costs, production spending and budgets.

**August - September 2012**

**JA Digital, London, UK.**

**'School For Stars' Series 2 – Post Production Coordinator**

*Line Producer – Emma Carter*

- Responsible for completing post production paperwork for 10 x 30" episodes for CBBC.

**April 2012 – August 2012**

**BBC Wales, Cardiff, UK.**

**'Crimewatch Roadshow' Series 4 - Production Coordinator**

*Production Manager – Helen Wyn Evans*

- Be responsible for setting up of filming shoots in various UK locations.
- 20 x 45" live shows for daytime BBC One June 2012
- Manage filming costs and work within a set budget.
- Contract talent, crew and equipment using BBC SAP system.
- Responsible for completing post production paperwork using the P4A system.

**December 2010 – March 2012**

**Horizon Films, Melbourne, Australia.**

**'Commercials, Corporates, Online Productions' - Production Manager**

*Director – Paul Green*

- Liaise with advertising agencies and clients to discuss production requirements and compile costs, working with desired budgets
- Set up filming shoots throughout Australia. Booking and coordinating crew, travel, camera kit and manage filming costs. Responsible for creating and distributing call sheets. Being on location as and when needed.
- Compile expense reports of filming and location costs, and issuing any require invoices
- Forecasting production budgets and expenditure, creating production schedules.
- Monitor edit suites and editing time adhering to budget requirements. Monitor freelance edit staff as well as full time junior edit assistant
- Coordinate post production paperwork and licence clearance of any music and archive footage used.
- Be responsible for CAD approvals and Adstream deliveries if required.

**May 2009 – March 2010**

**Banger Films, Toronto, Canada.**

**'RUSH : Beyond The Lighted Stage'** – 109 minute documentary for MTV and worldwide theatrical release.

**'Metal Evolution'** – 13 x 1 hour documentary series for MTV Networks exploring heavy metal music. Release 2011

**Production Coordinator**

*Producer – Sam Dunn*

- Set up filming shoots in Canada, USA and Europe. Coordinating crew, travel, kit and filming costs.
- Liaise with interviewees, and artists' management, to create filming schedules.
- Compiled expense reports of filming and location costs.
- Issue invoices and be responsible for collecting payment. Responsible for petty cash expenses.
- Caretaking of office and production bank accounts and outgoing expenses.
- Create post production schedule and budget.
- Coordinate post production paperwork and licence clearance of any music and archive footage used.
- Adapting to new production technology used.
- Coordinate CAVCO / OMDC and tax credit applications and film festival applications.

**May 2007 – April 2009.**

**Natural History Unit, BBC, Bristol, UK.**

**'South Pacific' - Production Team Assistant** for 6 x 1 hour landmark HD wildlife documentaries for BBC Two and Discovery Channel.  
*Series Producer – Huw Cordey / Executive Producer – Fiona Pitcher*

- Arranged and responsible for the set up of 11 foreign filming shoots located throughout the South Pacific over a 14 month period, including remote locations.
- Set up Cineflex aerial shoots, chartering helicopters and boats, ensuring BBC contracts were adhered to and provided with the correct insurance information.
- Assisted in the care taking of 4 x HD camera kits plus specialist camera equipment including jib, motion control, time-lapse kits for the series.
- Contracted freelancers, fixers and cameramen, ensuring contracts and payments were issued and all team were fully insured on location.
- Worked flexible hours to overcome the time difference to communicate effectively with the New Zealand based team and filming contacts throughout the South Pacific.
- Expanded knowledge of filming technology and the BBC's finance, contracting and procurement systems – SAP, BPS and Quickorder+.
- Credited as a Production Coordinator for 'An Ocean of Volcanoes' programme in acknowledgement of my work.

**January 2007 – May 2007.**

**Natural History Unit, BBC, Bristol, UK.**

**'Ultimate Caving' - Production Team Assistant** for 1 x 1 hour documentary for BBC One - part of the 'Dangerous Britain' strand.

- Provided administrative support in the set up of 2 UK shoots - booking accommodation and travel.
- Assisted TV presenters Kate Humble and Steve Backshall, prior to the shoot and on location.

**January 2007 – April 2009.**

**Natural History Unit, BBC, Bristol, UK.**

**Executive Assistant to Executive Editor.**

- Whilst working on the productions, I also assisted the Executive Editor with diary management between her London and Bristol offices, travel arrangements and expenses. Responsible for the set up of two research recces to South Africa for development productions 'Kruger Cops' and 'To The Ends Of The Earth'.

**June 2004 – December 2006.**

**Solo Agency, London, UK.**

**Personal Assistant to Managing Director / Agent Assistant.**

- Acted as the initial point of contact for Solo, a music agency part of Live Nation Global Touring, who look after artists such as U2, Madonna and Rolling Stones and promote the Isle of Wight Festival. I took on duties of a reception role and PA to MD, including answering telephone queries, responding to initial artist booking requests and providing administrative support to the Solo team.
- Ticketing. Processed VIP ticket orders for various shows. Dealing with VIP clients and celebrities. Entrusted with credit card and personal details.
- Ticket Counts. Compiled a thrice weekly ticket count for a number of tours, to be sent on to the artist's management.

**May 2002 - March 2004.**

**Vibe 101fm Radio Station, Bristol, UK.**

**Team Assistant.**

- Acted as the initial point of contact, answering telephone calls, responding to emails and post, greeting clients
- Event management at Vibe 101fm club nights and events. Liaised with clients to ensure contract agreements were met. Including organising Street Team pre-event activity and promotion.

**VOLUNTEER EXPERIENCE**

- June 2010 – Los Angeles Film Festival, USA. Festival Assistant.
- April 2010 – New Orleans Jazz & Heritage Music Festival. USA. PR Assistant and Client Liaison.
- October 2008 – Wildscreen Film and TV Festival, Bristol, UK.
- June 2007 – Festival of Nature, Bristol, UK. Represented the BBC at the festival.

**EDUCATION**

1998 – 2000 Bristol Cathedral School, UK.

1994 – 1998 Bristol Grammar School, UK.

- Graduated with 3 A Level passes.

- Graduated with 10 GCSEs passes.

**Further study:**

- September 2011. Open Channel, Melbourne : 2 month intense course in Production & Production Management

CRB checked - April 2012

Working With Children, Victoria, Australia checked - January 2011