

# CHRIS BEVAN

ASSISTANT PRODUCTION COORDINATOR

07469 884 041

chrisbevan.tv@gmail.com

FULL UK DRIVING LICENCE

FIRST AID TRAINED / CHAPERONE LICENCE

## EMPLOYMENT HISTORY

<b>"THE BAY II"</b> ITV STUDIOS – ITV1	<b>ASST. PRODUCTION COORDINATOR: July '19 – Nov '19</b> Line Producer: Amanda Wasey Production Manager: Anna Graham Production Coordinator: Harriet Wadsworth
<b>"ENOLA HOLMES"</b> LEGENDARY PICTURES – FEATURE FILM	<b>ASST. PRODUCTION COORDINATOR: April '19 – July '19</b> Unit Production Manager: Simon Fraser Production Supervisor: Arabella Gilbert Production Coordinator: Fiona Harper
<b>"THE TRIAL OF CHRISTINE KEELER"</b> ECOSSE FILMS – BBC1	<b>ASST. PRODUCTION COORDINATOR: Dec '18 – April '19</b> Line Producer: Ben Greenacre Production Manager: Lisa Kelsey / Arabella Gilbert Production Coordinator: Fiona Harper
<b>"VERA IX"</b> ITV STUDIOS – ITV1	<b>PRODUCTION COORDINATOR: March '18 – Nov '18</b> Producer: Will Nicholson Line Producer: Fahima Chowdhury
<b>"THE DUMPING GROUND VI"</b> CBBC – CBBC CHANNEL	<b>PRODUCTION SECRETARY: March '17 – Oct '17</b> Line Producer: Sue Howes Production Coordinator: Jill Milne
<b>"SNATCH"</b> LITTLE ISLAND PRODUCTIONS – CRACKLE / BT	<b>PRODUCTION SECRETARY: Aug '16 – March '17</b> Line Producer: Jean Holdsworth / Amanda Wasey Production Coordinator: Helen Blyth
<b>"THE EVERMOOR CHRONICLES II"</b> LIME PICTURES / DISNEY – DISNEY CHANNEL	<b>PRODUCTION SECRETARY: June '16 – Aug '16</b> Line Producer: Deborah Coombes Production Coordinator: Colleen Hughes
<b>"I, DANIEL BLAKE"</b> SIXTEEN FILMS – FEATURE FILM	<b>ASST. PRODUCTION COORDINATOR: Nov '15 – Dec '15</b> Line Producer: Eimhear McMahon Production Coordinator: Courtney Jones
<b>"BEOWULF: RETURN TO THE SHIELDLANDS"</b> ITV STUDIOS – ITV1	<b>PRODUCTION SECRETARY: Feb '15 – Oct '15</b> Line Producer: Will Nicholson Production Coordinator: Fahima Chowdhury

### PREVIOUS RUNNER WORK ALSO INCLUDES:

Free Rein II (Lime Pictures) – Inspector George Gently VIII (Company Pictures) – Geordie Shore VIII (Lime Pictures)

## EXPERIENCED IN:

- Cast & crew travel & accommodation coordination.
- Foreign / large group travel coordination.
- Couriers & Shipping arrangements / logistics.
- Sourcing and managing rented accommodation.
- General running of the office & people management.
- Document Distribution (callsheet / schedule / scripts / etc)
- Progress / Wrap Report collation & distribution.
- Raising Purchase Orders.
- Crew hire assistance.
- Risk Assessment attainment.
- ALBERT certification.
- Diary Management.
- Writing & tracking Cast & Crew contracts.
- Child Licencing.
- Clearances & Clearance Tracking
- Ordering Kit, Consumables and Specialised Equipment.
- Continuity note collation and distribution.
- Readthrough / Production Meeting / Recce arrangements.
- Vehicle Hire management & tracking.
- Working with Children.
- BBC systems / Scenearchive / Setkeeper / Final Draft.

## OTHER SKILLS:

- Great communication skills – verbal & written.
- Very organised - loves a spreadsheet!
- Thrives on solving problems.
- Forward planning.
- Negotiating deals with suppliers.
- Always happy to help in any situation.

## EDUCATION & TRAINING:

### Production Coordination Skills

BBC Academy, 2 week course, Nov 2017

### Production Safety

BBC Academy, April 2017

### Working with Children

BBC Academy, April 2017

### Data Protection

BBC Academy, April 2017

### BA Hons Media Production

2:1, University of Sunderland, 2013

## REFERENCES:

Available upon request.