

# CARA BIRCH • Production Coordinator

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Full clean driving licence

## • Credits

**Alison Steadman's Shetlands:** 2014 Dir. Scott Tankard. TwoFour. TV Entertainment/Documentary. ITV:  
**Production Coordinator** (Production Manager: Siobhan Brook)

**90's Greatest...Football Moments/ Tragedies:** 2014 Dir. Jill Cumberbatch. TwoFour. TV  
Entertainment/Documentary series. National Geographic: **Production Coordinator** (Production Manager:  
Siobhan Brook)

**Mrs Brown's Boys D'Movie:** 2013 Dir. Ben Kellett. Penaltly Kick Films LTD. Feature Film. BBC Films & Universal:  
**Assistant Accountant** (Production Accountant: Joanne Noone. Line Producer: Sarada McDermott)

**30 Years of the Comic Strip:** 2012 Dir. Peter Richardson. Great Western Features. Documentary. UKTV  
GOLD. **Production Secretary** (Line Producer: Sarada McDermott)

**Comic Strip Presents...Five Go to Rehab:** 2012 Dir. Peter Richardson. Great Western Features. TV  
Comedy/Drama. UKTV GOLD. **Production Secretary** (Line Producer: Sarada McDermott)

**Sold:** 2008 - 2010 Dir. David Cohen: 16mm Film: Short: **Producer**

**EGO:** 2008: Promotional video: **Director/ Producer/ Editor**

**The Owls at Night:** 2008 Dir. Alex Paterakis: 16mm Film: Short: **1<sup>st</sup> Assistant Director**

**The Secret Philosophy:** 2007 – 2009 Dir. Mark Charles: HD: Feature Film: **Production Manager**

**EGO:** 2007: Promotional Video: **Director/ Producer/ Editor**

**Revolution:** 2007 Dir. Kate Moyse: HD: Short: **3<sup>rd</sup> Assistant Director.**

**Mindflesh:** 2006 Dir. Robert Pratten: Zen Films: HD: Feature Film: **Art Department Assistant**

**RockWorld TV:** 2006: Dir. Julia Hardy: RockWorld TV: Music Video: **Runner**

**Brean Leisure Park:** 2006: Dir. Hannah Vincent: Pangaea TV: Advert: **Production Assistant**

## • Relevant Employment

**Great Western Features:** 2012 – 2013: Office Manager and Production Coordinator.  
Facilitating the day to day operating of the office including managing the accounts, promoting and  
furthering the business; in addition to project development, script editing, clip sales, diary management  
and general assistance to the Directors.

**Directors Guild of Great Britain:** 2007 – 2009: Training Scheme Coordinator.  
Managing the 'Direct Access' Director Training scheme, placing talented emerging Directors on large-  
scale feature films shadowing the Director. Working in partnership with UK and US production companies,  
our funders and supporters, such as Film4 and Skillset, I cultivated relationships with individuals and  
organisations at all levels within the industry.

Managing a high profile training scheme has enhanced my management and organisational skills,  
which has honed my production abilities.

## • Education

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|---|--|-------|
| <b>University of Westminster:</b><br>Sept 2004 – June 2007        | BA (HONS) Contemporary Media Practice :        | 2:1   |
| <b>Exeter College:</b><br>Sept 1999 - July 2003                   | Foundation Diploma in Lens Based Media :       | MERIT |
|   | A-Level English Literature :                   | A     |
|   | A-Level Psychology :                           | B     |
|   | A-Level Film and Video :                       | C     |
|   | A/S Level Media Studies :                      | C     |
| <b>King Edward VI Community College:</b><br>Sept 1994 – July 1999 | 9 GCSE's including Maths, English and Science: | A - C |

## • REFERENCES

Siobhan Brook:  
Production Manager:  
TwoFour:  
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E: Siobhan.brook@twofour.co.uk

Sarada McDermott:  
Line Producer:  
Square Circle Films:  
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E: sarada@squarecirclefilms.co.uk