

Anna Bennett Squire

Production Coordinator

+44 (0) 7403 809 254 annabennettfilmwork@gmail.com

https://www.imdb.com/name/nm4204645/?ref=nm_sr_srsrg_3

SKILLS

- Fully proficient in Microsoft, Google Office and equivalent applications, e.g. Box, Airtable etc
- International shoot experience on large scale productions
- Extensive experience of Travel and Accommodation, including unit moves nationally and internationally
- Full working knowledge of CrewStart including Admin access, Contract Management and Timesheet distribution
- Experience with Movie Magic – Budgeting & Scheduling
- Managing Production office staff and resources.
- Maintaining, creating and distributing Production Documents: Call Sheets, Production Reports, Wrap Reports, Purchase Orders, Long Form / Equity Contracts, Daily Diary, Unit Lists, Memos, Logs etc
- Full working knowledge of Scenecronize, DPO, Cut!, Asset Hub, Sync-on-Set, Embershot
- Full clean UK Driving Licence with own car
- Logistical problem-solving in high-pressure environments.

PRODUCTION DEPARTMENT

Production Coordinator (Holiday Cover)	Hit Point (Urban Myth Films)	Line Producer: Simon Windsor	July 2025 – August 2025
ADR Coordinator	The Conjuring: Last Rites Additional Photography (Warner Bros/New Line)	Post-Production Supervisor: Tricia Miles	May 2025 – June 2025
Production Coordinator	The Conjuring: Last Rites Additional Photography (Warner Bros/New Line)	UPM: Steven Harding Supervisor: Erin Duffy	Mar 2025 – May 2025
Travel & Accommodation Coordinator	MobLand Season 1 (Paramount+)	PM: Paul McAnearney Supervisor: Laura Hunter Coordinator: Ivan Germano	Feb 2025 – Mar 2025
Assistant Production Coordinator – 2nd Unit (Acting Production Coordinator)	Citadel Season 2 (Amazon)	2 nd Unit PM: Arabella Gilbert 2 nd Unit Coordinator/ Acting Supervisor: Lara Myles	Aug 2024 – Jan 2025
Assistant Production Coordinator – Thailand Unit	Jurassic World Rebirth (Universal)	Thailand PM: Mark Somner Thailand Coordinator: Lara Myles	Apr 2024 – Aug 2024
Assistant Production Coordinator	Sonic the Hedgehog 3 (Paramount)	Producer: Andrew Riach PM: Iain Canning Coordinator: Ellie Rudd	Apr 2023 – Nov 2023
Assistant Production Coordinator (Acting Production Coordinator)	Wonka Additional Photography (Warner Bros)	UPM: Steven Harding	Jan 2023 – Mar 2023
Assistant Production Coordinator (Acting Production Coordinator)	Meg 2: The Trench Additional Photography (Warner Bros)	UPM: Steven Harding	Jan 2023
Assistant Production Coordinator	Magic Mike's Last Dance Additional Photography (Warner Bros)	Line Producer: Andrew Riach PM: Iain Canning Coordinator: Lara Myles	Nov 2022 – Dec 2022
Travel Coordinator (Temporary Support)	Back In Action (Netflix)	PM: Ali James Coordinator: Pip Hodgson	Oct 2022 – Nov 2022
Assistant Production Coordinator	Words of War (Good Films Collective)	Producer: Paula Turnbull Supervisor: Erin Duffy	Aug 2022 – Sept 2022
Travel & Accommodation Coordinator	Magic Mike's Last Dance (Warner Bros)	Line Producer: Andrew Riach PM: Iain Canning Coordinator: Lara Myles	Jan 2022 – May 2022
Travel & Accommodation Coordinator	Aquaman and the Lost Kingdom (Warner Bros)	UPM: Steven Harding Coordinator: Erin Duffy	Mar 2021 – Jan 2022
Production Secretary	The Batman (Warner Bros)	PM: Ben Dixon Coordinator: Erin Duffy	Sept 2019 – May 2021
Production Secretary	Tom and Jerry (Warner Bros)	UPM: Steven Harding Coordinator: Erin Duffy	Mar 2019 – Nov 2019
Production Secretary (Overtime Tracking)	Star Wars IX (Lucas Film)	UPM: Kate Hazell Production Supervisor: Andy Surry	Jul 2018 – Feb 2019
Production Assistant	The Hustle (MGM)	Coordinator: Sofia Guiotto	Mar 2018 (Dailies)

For additional credits prior to 2018 please check out my [IMDB](#)

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INDEPENDENT FILM			
Production Manager	How to Kill Monsters (Dark Rift Films)	Producers: Stewart Sparke & Cal O'Connell	May 2022 – Aug 2022
Production Manager	Book of Monsters (Dark Rift Films)	Producers: Stewart Sparke & Paul Butler	Aug 2017 – Oct 2017
Production Manager	Nothing Man (Trespasser Films)	Producer: Stephen Gallagher	Sept 2011 – Dec 2011

ADDITIONAL FILM DEPARTMENT ROLES			
Crowd PA (Base)	Maleficent II (Disney, Feature Film)	Crowd 2nd: Eileen Yip	Jul 2018 (Dailies)
Crowd PA	The Crown III (Netflix, HETV)	3rd: Giles Barron, Crowd 2nd: Gary Richens, 1st: Finn McGrath	Jul 2018 (Dailies)
Crowd PA	Grantchester IV (ITV, Serial)	Crowd 3rd: Joe Payne, 3rd: Harry Greaves, 2nd: James McGeown, 1st: Alex Rendell	Jul 2018 (Dailies)
Stunts PA	His Dark Materials I (BBC, HETV)	Stunts Coord: Paul Herbert Assist. Stunts Coord: Marcus Shakesheff	Jul 2018 (Dailies)
Crowd PA	The Rook	Crowd 3 rd : James Kipping 1 st : Matthew Alder	Jun – Jul 18 (Dailies)
Costume Coordinator	Holmes and Watson Additional Photography (Columbia Pictures)	Supervisor: Tessa Philips Designer: Beatrix Pasztor PM: Andy Surry	May 2018 – Jun 2018
Crowd PA	Britannia (HETV)	3rd: Vicki Byers, Crowd 2nd: Charlie Elson 1st: Matt Carver	May 2018 (Dailies)
Key Floor Runner	Cordelia (Feature Film)	3rd: Stephen Gallacher, 2nd: Helen Fraser, 1st: Graham Drover	Apr 2018 – May 2018
Health and Safety Production Assistant	Succession Season 1: Eps 9 & 10	Production Manager: Mark Somner Production Supervisor: Andy Surry	Feb 2018 – Mar 2018
Crowd PA	Patrick Melrose (HETV)	3rd: Joe Payne, 2nd: Paul Bennett, 1st: Debbie Bowser	Nov – Dec 17 (Dailies)
Assistant Construction Coordinator	Aladdin Pre Production (Disney)	Construction Manager: Colin Fraser Coordinator: Jessica Derhammer	Apr 2017 – Jul 2017
Production Assistant Art Department	Sherlock Gnomes (Paramount & Rocket Pictures)	Supervisor: Ruth Mckie	Jan 2017 – Apr 2017
Payroll Assistant	Justice League (Warner Bros)	Production Accountant: Betty Williams 1st Assist. Accountant: Sarah Stiff	May 2016 – Jan 2017

EDUCATION			
Production Management Post Graduate Diploma	PASS	National Film and Television School	2015
PTLLS – Level 3 Award	PASS	Hull Collage	2012
Film and Television Production BA Hons	2:1	York St John University	2010
Media BTEC National Diploma	DDM	Hull College	2007
RELEVANT SHORT COURSES:			
Diversity, Equality and Inclusion in the Screen Industries		Screen Skills	2024
Understanding the Progress Report		WB Crew HQ	2024

REFERENCES			
STEVEN HARDING Unit Production Manager The Conjuring AP, Wonka AP, Meg 2 AP, Aquaman and the Lost Kingdom, Tom & Jerry	ARABELLA GILBERT Unit Production Manager Citadel Season 2	ERIN DUFFY Production Supervisor The Conjuring AP, Aquaman and the Lost Kingdom, The Batman, Tom & Jerry	LARA MYLES Production Supervisor Citadel Season 2, Jurassic World Rebirth, Magic Mike's Last Dance
Contact details available on request			