

Caroline Houghton

Mobile: 07790 203464 Email: CarolineEHoughton@gmail.com

Skills

Full Driving License & Car Owner | Wrap & Daily Progress Reports | Visas, Shipping, Accommodation & Travel Coordination (UK & International) | Equity, DGA, SAG & Crew Contracts | Budgeting & Scheduling In Movie Magic | Child Licensing | Floor & Base Running | UK & International Logistics | Risk Assessments | Research, Music & Product Licensing

Professional Film/ TV Experience

Covid Coordinator | *Pilgrim* **July 2020 – Current**
LFL Productions | UPM: Lulu Morgan | Production Coordinator: Kerrie Lloyd

Production Coordinator (Additional Photography) | *Chaos Walking* **January – February 2020**
Lionsgate | PM: Claudia Cimmino

Production Coordinator (Morocco) | *The Old Guard* **July – September 2019**
Netflix | PM (Morocco): Giles Edleston | UPM: Karl Caffrey

Assistant Production Coordinator | *The Old Guard* **February - July 2019**
Netflix | UPM: Karl Caffrey | Production Supervisor: Jami Chan

Assistant Production Coordinator (Additional Photography) | *Rocketman (2019)* **January-February 2019**
Marv Films | UPM: Jasmina Torbati | Production Supervisor: Claudia Cimmino

Assistant Production Coordinator (Location: Malaysia) | *Strike Back 7 (2019)* **February-October 2018**
HBO | PM: Lulu Morgan | Production Coordinator: Kerrie Lloyd

Assistant Production Coordinator | *Mamma Mia! 2 (2018)* **June – December 2017**
Universal | UPM: Nick Fulton | Production Supervisor: Matt Clarke

Production Secretary | *Mary Poppins Returns (2018)* **October 2016 – June 2017**
Disney | UPM: Angus More Gordon | Production Supervisor: Bertie Spiegelberg

Accommodation Coordinator (UK) | *Dunkirk (2017)* **July - August 2016**
Warner Bros. | UPM: Chris Brock | Production Coordinator: Jonathan Scott

Assistant Production Coordinator (Additional Photography) | *Doctor Strange (2016)* **June - July 2016**
Marvel | UPM: Erica Bensly | Production Coordinator: Elizabeth Small

Asst. Production Coordinator (Travel - Pre Production) | *Transformers: The Last Knight (2017)* **March – June 2016**
Paramount | PM: Nick Fulton | Production Supervisor: Jo Wallett

Transport Coordinator | *Wonder Woman (2017)* **February - March 2016**
Warner Bros. | Transport Manager: Philip Allchin

Shipping Coordinator | *Jason Bourne (2016)* **July – December 2015**
Universal | UPM: Sam Breckman/ Joan Schneider | Production Supervisor: Jo Wallett

Production Assistant <i>Spectre</i> (2015)	November 2014 – July 2015
Eon Productions/ Sony UPM: Angus More Gordon Production Supervisor: Hannah Godwin	
Floor Runner (AD Team for Publicity Dailies) <i>Star Wars VII: The Force Awakens</i> (2015)	October 2014
Lucas Films/Disney 2 nd AD: Tom Browne 3 rd AD: Sarah Jean Brand	
Floor Runner (AD Team Dailies) <i>Arthur & George</i> (2015)	September & October 2014
Buffalo Pictures 1 st AD: Paul Judges 2 nd AD: David Chalstrey	
Floor Runner (AD Team Dailies) <i>The Interceptor</i> (2015)	September 2014
BBC Grafton House Productions 2 nd AD: Tim Wood 3 rd AD: Arizona Eastwood	
Base Runner (AD Team) <i>The Go-Between</i> (2015)	September 2014
BBC Grafton House Productions Line Producer: Kate Dudley 2 nd AD: David Chalstrey	
Set PA (AD Team - Pick Ups) <i>In The Heart Of The Sea</i> (2015)	August 2014
Warner Bros. Key 2 nd AD: Sallie Hard 2 nd AD: Toby Spanton	
Floor Runner (AD Team Dailies - Motion Capture Unit) <i>Avengers: Age of Ultron</i> (2015)	June 2014
Marvel 2 nd AD: Terence Madden	
Crowd PA (AD Team Dailies – 2nd Unit) <i>Avengers: Age of Ultron</i> (2015)	May & June 2014
Marvel 2 nd Unit Director: John Mahaffie 2 nd AD: Terence Madden	
Assistant to Script Coordinator (Dailies) <i>Star Wars VII: The Force Awakens</i> (2015)	April 2014
Lucas Films/Disney Script Coordinator: Jasmin Moradian 3 rd AD: Eileen Yip	
Floor Runner (AD Team)/ Stand In <i>Suffragette</i> (2015)	March & April 2014
Ruby Films 2 nd AD: Harriet Worth 3 rd AD: Gayle Dickie	
Assistant Director PA 2nd Unit (Dailies) <i>Fury</i> (2014)	December 2013
Columbia Pictures 3 rd AD: Eileen Yip	

Other Work Experience

From 2005 to 2012 I worked in the music industry for some of the large record companies in London. During this time I held various production and project management roles, all with an international business focus. In 2012, I took a sabbatical from employment to do international travelling and charity work.

Qualifications

Post Graduate Diploma Production Management – National Film & Television School, Beaconsfield	2013-2014
MSc International Business - University of Nottingham	2003-2004
BSc (hons) Earth Science (2:1) - University of Plymouth	2000-2003