

Toby Millward

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Full UK Driving Licence
Willing to relocate to work

Production Experience

January 2016 –
Present

Little Island Productions - Production Coordinator (In House)

Productions worked on:

May 2017 -
Present

Patrick Melrose – Sky

Covered all in house coordinating duties for duration of production and post production, and sourced/cleared extensive archive material.

August 2017 -
Delivery

In the Cloud – Sony (Crackle)

Coordinated pick up days, was the onset point of contact for production during pick up days, produced call sheets, movement orders and other production paperwork.

June 2017 -
Delivery

Bulletproof – Sky

Generated prep and production diaries, booking crew, conducted availability checks, coordinated the establishment of the production office with the line producer, assisted with organising casting sessions and costume fittings, diary management.

April 2016 – May
2017

Snatch – Sony (Crackle)

Liaised with execs, directors, agents and high-profile talent. Coordinated all the ADR sessions for the series. Organised intercontinental travel, accommodation and Visas for crew, negotiated costs with suppliers, crews and facilities, took on the role of 1st Assistant Director on pick-up days, oversaw the wrap and derig of the production and sourced stock footage.

April 2016 –
November 2017

The White Princess – Starz

Oversaw the wrap of the production and derig of the sets in an environmentally friendly way, asset management, shipping props and costumes internationally, undertook availability checks with agents and booked crew.

January 2016 –
December 2017

Close to the Enemy – BBC TWO

Edited a trailer with director Stephen Poliakoff that was transmitted on the BBC, processed Award applications, assisted with organising press and publicity screenings.

As Freelance:

March 2018

LG/Sundae Studios - Production Manager

Production Managed a commercial/music video shoot for LG. Booked crew, obtained agreements, managed talent, completed risk assessments and location agreements.

July – December 2015 **ABC Studios, “Galavant” - Production Runner**
Producer/s: Helen Flint, Dan Fogelman, John Hoberg, Kat Likkell
(Line Producer: Jean Holdsworth)

Assisted with filming and editing script read-throughs, booking kit, managing assets, raising Purchase Orders, managing paperwork distributing, music playback for rehearsals, IT support and ordering camera/sound/grip consumables.

August – October 2014 **Mammoth Screen, “Agatha Raisin and the Quiche of Death” - Production Runner**
Producer: Matthew Mulot
(Line Producer: Helga Dowie)

TV Pilot for Sky TV, both Production office and on Location. Assisted with transporting kit & rushes, script read-throughs with artists. Prepared call sheets, sides & movement orders. Worked closely with the Line Producer and Production Co-Ordinator.

July 2014 **Commonwealth Games Glasgow 2014 - Vision Director**

Provided the on-screen venue content for the Triathlon at Strathclyde Country Park. Vision mixed for the two screens at the venue and directed the two cameras during MC segments prior to the event.

Sept 2012 - 2015 **Bournemouth University, BA (Hons) Television Production 2:1**

Developed basic skills in all aspects of production, both Drama and Documentary.

Other Production skills:

Final Draft – Basic

Scenecronise – Basic

Movie Magic Scheduling - Basic

Microsoft Office – Advanced

Avid Media Composer – Advanced

Photoshop – Advanced

Music Clearance

Call Sheets

Movement Orders

Contracts

Invoices/PO's

Coordinating travel arrangements

Company website management

Silvermouse/Post Production Paperwork

References Available on Request