

Lois Gration

Production Department

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Production Credits

Gower Avenue Films – Feature ‘Untitled Steven Knight Project’
Production Assistant – Jan 2016 – Present (Finish early June ‘16)
Unit Production Manager: Brian Donovan
Production Supervisor: Katherine Tibbetts
Production Co-ordinator: Adele Steward
Assistant Production Co-ordinator: Sheerin Khosrowshahi-Miandoab

Sloane Square Films – Feature Film ‘Wonder Woman’
Daily Shooting Production Assistant 2nd Unit – Dec 2015
Production Supervisor: Damian Anderson
Production Co-ordinator: Tom Forbes

BBC Television Drama – Series 19 ‘Silent Witness’
Production Runner – Feb 2015 – Nov 2015
Producer: Madonna Baptiste
Line Producer: Magali Gibert
Production Co-ordinator: Michelle Sergeant

Wall To Wall Television – TV Movie ‘The Scandalous Lady W’
Production Runner – Oct 2014 – Dec 2014
Producer: Madonna Baptiste
Line Producer: Alison Gee
Production Co-ordinator: Caroline Bean

Country of Hotels Ltd – Independent Feature ‘Country of Hotels’
Production Co-ordinator – Aug 2014 – Sep 2014
Producer: Saba Kia

Articulated Productions – Feature Film ‘In The Heart of the Sea’
Office Production Assistant – Re-shoots July 2014
Production Manager: Simone Goodridge
Production Supervisor: Damian Anderson
Production Co-ordinator: Tom Forbes

Lime Pictures – TV Series ‘Rocket’s Island’
Production Office Runner – work experience June 2014 - July 2014
Line Producer: Kate Larking
Production Co-ordinator: Nancy Bray

Forty Foot Pictures – Short Film ‘Joseph’s Reel’
Production Co-ordinator – May 2014
Producer: Colm McCarthy
Production Manager: Alison Winter

DNA Films – Short Film ‘Manchego’
Production Co-ordinator – Jan 2014 - Feb 2014
Director: Alex Kendall
Producer: Saba Kia

Film Assistant **Defiant Films – Development Assistant and PA to Danny Hiller**
Part-time June 2012 – Nov 2013
Tasks included providing script research and producing pitch documents for cast, crew, independent investors and funding bodies and subsequently attending the meetings that followed in a PA role.

Technical Skills Microsoft Office applications, including: Outlook, Publisher and Excel
FileMaker Pro – Production Master
Final Draft
Photoshop
Mac iOS and Windows proficient

Administrative Skills Experienced in providing personal and general production office administrative support, including:

- Drafting Pact agreements for cast
- Distributing and filing deal memos with supporting documentation
- Updating profiles on Production Master
- Email drafting
- Answering phones
- Diary management
- Arranging travel and accommodation for individuals / small groups
- Booking vehicle, venue and equipment hires
- Producing background research documents and pitch documents

Education University of Westminster – on an Academic Scholarship 2009 - 2012
First Class Honours Degree in Film and TV Production

References Contact details available upon request.

Other Full clean driving licence and car with business insurance.