

# KATHERINE MITCHELSON

M: 07709 808 215

E: [kat\\_mitch73@hotmail.com](mailto:kat_mitch73@hotmail.com)

A: 4 The Clarence, Bishop Auckland, Co Durham, DL14 7QY

## KEY SKILLS:

Full UK driving license ~ Excellent knowledge of Microsoft Office ~ People management ~  
Excellent office and administration skills ~ Good knowledge of BBC systems ~ Strong  
communicator and team player ~ Enhanced DBS check- Creative eye.

## EXPERIENCE:

I have 5 years experience working in the industry. My background prior to entering the industry was in people and client management. Upon starting back in 2013 I gained experience working on commercials, corporate videos, music videos & feature films. In the last few years, I have worked in TV drama including children's drama for CBBC and high-end adult drama/film for Netflix, Mammoth Screen and Fudge Park, where I have accrued invaluable knowledge of working in a fast paced production office. My most recent production was working on Series 3 of Victoria last year. During this time, I gained further experience in travel & accommodation on larger scale for cast and crew moving around various cities in the country and a greater knowledge and experience doing cast and crew contracts. Moving forward, I am now keen to continue to hone my skills on more adult drama productions and to step up on bigger productions to Coordinate.

My main responsibilities have included organizing crew, cast and extras, running daily call sheets, episode timings, producing daily progress report, booking accommodation, travel, transport, catering and carrying out whatever research and administrative duties are required in running a busy production office. In addition to this on The Dumping Ground series 4 also saw me solely take on Albert + for which we received a 3 star top rating for the production.

## NOTABLE CREDITS:

### **Victoria 3 – Mammoth Screen (ITV)**

Assistant Production Coordinator

Line Producer: Sarah Lewis

April 2018 – November 2018

### **Frontier 3 - Netflix**

UK Assistant Production Coordinator

Line Producer: Ross Leslie

Producer: John Vatcher

Feb 2018 - April 2018

### **Secret Life of Boys- Zodiak Kids (CBBC)**

Production Coordinator

Line Producer: Alan Fairholm

Producer: Trevor Klein

October 2017 - October 2017

### **The Festival- Fudge Park Productions (High Window Films)**

Assistant Production Coordinator

Line Producer: Wendy Griffin

Producer: Claire Jones

August 2017 - October 2017

### **Two Graves- Gizmo Films**

Production Coordinator

Line Producer: Gerry Maguire

Producer: Keith Bell

March 2017- April 2017

### **Wolfblood 5- CBBC**

Production Secretary  
Line Producer: Mark Devlin  
Producer: Jonathan Wolfman  
Aug 2016- Dec 2016: 10 Episodes

### **The Dumping Ground 5- CBBC**

Production Secretary  
Line Producer: Alan Fairholm  
Producer: Gert Thomas  
Feb 2016- Aug 2016: 20 Episodes

### **The Dumping Ground 4- CBBC**

Production Assistant  
Line Producer: Charles Bates  
Producer: Phil Leach  
May 2015- Dec 2015: 20 Episodes

### **'Undercover'- Baby Cow Productions and Bonafide Films**

NE pick up shoot for 6 part TV Comedy Drama  
Director: David Lambert and Producer: Margery Bone  
Production Assistant/Coordinator - January 2015  
Production Assistant - October 2014- November 2014  
Newcastle upon Tyne

### **'Orthodox'- Zeitgeist Films**

Director: David Leon and Producer: Daisy Allsop  
Production Assistant Trainee/ Coordinator for Northeast Pick-ups  
March 2013- October 2014  
Newcastle upon Tyne

### **DAILIES/SHORTS:**

#### **Picture Canning North**

Two week corporate shoot for Vanguard  
Production Assistant/ Camera Dept. Assist  
May 2014- May 2014  
London

#### **Jackel - International Online Promo for Tommee Tippee**

Production Manager  
March 2014  
Newcastle upon Tyne

#### **Wooshii Ltd**

Online commercial for Rentalcars.com  
Production Assistant  
January 2014  
Newcastle upon Tyne

#### **Agogo Films Ltd – 'Come With Me' Music Video and Launch**

Director: James Cook and Producer: Abi Lewis  
Production Assistant  
August 2013- November 2013  
Newcastle upon Tyne

#### **Mallinson Television Productions**

ScotRail Commercial  
Production Assistant  
July 2013- August 2013  
Glasgow

### **EDUCATION:**

Sunderland University: **BA (Hons) Degree in Film and Media Studies (2:2) – 2004**

QE High School Hexham: **A Level – Media Studies, Business Studies and Art - 2001**

### **INTERESTS:**

Travel ~ Cinema ~ Hiking/outdoors ~ photography ~ Music ~ Cooking ~ Interior Design

**References available upon request**