

Jessi Hawthorn

APOC / PC / PM

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Based in London & Newcastle

I am an experienced APOC/PC within Drama and Film, with the desire to gain more experience to work towards becoming a PM. I possess excellent communication and organisational skills, work well under pressure and to tight deadlines.

Skills:

- **Production:** Budget Management/tracking in Excel and Movie Magic, basic Movie Magic Budgeting skills, Office set up and moves, Albert Certification, booking cast/crew accommodation and cars, Child Licencing, Cast/Crew paperwork/contracts, booking suppliers/kit/crew, daily Wrap/Progress Reports, Cost Projections, training and managing junior production team staff, and all Production admin as required.
- **Budgeting:** Movie Magic Budgeting Basic skills with the view to managing a CM and the budget.
- **Scripts:** Final Draft 11, Script Revisions/Formatting, issuing scripts, creating script memos for changes and daily sides. I am also used to working and assisting with the flow of information from Producer to Writer.
- **Post-Production:** Silvermouse, post-production Scripts (70wpm), Coordinating the Post schedule through Edit, Audio and VFX, delivering to UK and International Broadcasters.
- **Genres:** Film, Drama, Comedy, Children's, Live OB, Factual, Cooking, Game shows.

Scripted Production Experience:

Jul '20 – ongoing.	Production Coordinator	Trying S2 (BBC Studios) 8 * 30 mins – Comedy Drama – Apple TV	LP: Georgia Hogan JPM: Jonah Mayfield
Apr 2020	Production Manager (Pre-Prep)	Malory Towers S2 (King Bert Production Ltd) 13 * 22 mins – Children's Comedy Drama – CBBC	LP: Adam Browne
Nov '19 – Apr 2020	Production Coordinator	Cheaters (Clerkenwell Films) 18 * 10 mins - Short Form Drama – BBC Studios	LP: Vaughan Watkins
Oct 2019	Production Coordinator (Holiday Cover)	The Duchess (Huron Productions Ltd) 6 * 30 mins - Comedy Drama – NETFLIX	LP: Georgia Hogan
Jul '19 – Oct 2019	Production Coordinator	Malory Towers (King Bert Production Ltd) 13 * 22 mins – Children's Comedy Drama – CBBC	LP: Mike O'Regan
Mar - Jul 2019	Transport Coordinator	The Witches (Dombey Street Productions Ltd) WB STUDIO - FEATURE FILM	PM: Samar Pollitt Transport Capt.: Stevie Kotey
Jun '18 – Mar 2019	Production and Post Coordinator	Waffle the Wonder Dog S2 (Darrall Macqueen) 30 * 11 mins – Children's Comedy Drama – CBEEBIES	PM (Shoot): Kaz Cranston PM (Prep/Post): Will Poole
Jul '17 – May 2018	Production and Post Coordinator	Waffle the Wonder Dog (Darrall Macqueen) 30 * 11 mins – Children's Comedy Drama – CBEEBIES	HOP: Julie Cronshey PM: Will Poole
Apr – Jul 2017	Production Secretary	Waffle the Wonder Dog (Darrall Macqueen) 30 * 11 mins – Children's Comedy Drama – CBEEBIES	HOP: Julie Cronshey PM: Will Poole
Nov '16 – Feb '17	Accounts Assistant – AP	The Nutcracker and the Four Realms (Mistletoe Pictures Ltd) DISNEY STUDIO FEATURE FILM	UK / US Accountants: James DeMarco & Becky Maxwell
Jul – Sept 2016	Production Assistant	Final Score (Drybake (Final Score) Ltd) INDI FEATURE FILM	LP: Michael Constable PM: Filiz-Theres Erel
May – Jul 2016	Production Assistant	Sense8 S2 (S8 Productions Ltd) Drama - NETFLIX	UPM: Janine Modder PC: Lorraine Edwards
Feb – May 2016	Accounts Trainee	WILL (Ninth Floor UK Productions Ltd) PILOT – Turner International	FC: Shruti Shah LP: Mary Richards
Aug '15 – Jan 2016	Production Assistant	Doctor Thorne (Hat Trick Productions) 3 * 45mins - ITV	LP: Tina Pawlik PC: Filiz-Theres Erel

Additional Training:

- Full, clean drivers licence with 10 years driving experience, own car and business insurance.
- First Option Safety: Covid-19 Safety Training – July 2020
- Screen Skills: Coronavirus basic awareness on production – Pass certificate June 2020
- Production Safety Passport trained, expires April 2023.
- Screen Skills: Step up to Line Producing – May 2020
- Screen Skills Production Lab – June 2020

Non-scripted Employment:

Jan 2016	Studio Runner	Great British Menu (Optomen) Cooking/Reality – BBC	PM: Sunita Mirchandani
Dec 2015	Talent Runner	Michael McIntyre's Big Christmas Show (Hungry Bear Productions) BBC1	Stage Manager: Jon Lambe Assist. Stage Manager: Emma Marshall
Nov 2015	Floor Runner	Longhorn Whiskey (Knucklehead) COMMERCIAL	1st AD: James Dyer 2nd AD: Georgia Parris
Nov 2015	Talent Liaison (Dailies)	Radio 1 Teen Awards Live Show (Remedy Productions) BBC1 LIVE OB	Talent Manager: Henry Sheldon
May – August 2015	Production Runner	Pointless (Endemol UK) Game Show - BBC	PM: Tara Ali
Jan – May 2015	AFM	Deal or No Deal (Endemol UK) Game Show - Ch 4	Floor Manager: Eddie MacLeod
Sept '14 – May 2015	Production Runner	Deal or No Deal (Endemol UK) Game Show - Ch 4	Production Manager: Phil Jowett

Additional 'Daily Runner/Logger' work undertaken on;

Dailies Set PA on 'King Arthur' being produced by Warner Brothers, Dailies Crowd PA on 'Beauty and the Beast' produced by Disney, Dailies Floor Runner on 'The Five' produced by Red Productions, Work Experience on Downton Abbey, Pop Up Start Up with CNBC, The Abba Christmas Show with Thames TV, Dickinson's Real Deal with RDF Television, Sunday Brunch with Princess Productions, The Last Leg with Open Mike Productions, Ant and Dec's Saturday Night Takeaway with ITV, Dance Mums with ITV Productions, BGT Producers Tour 2014 with Thames TV, The Edge with BBC.

Education:

Northumbria University 09.2010 – 06.2013 - BA(Hons) Advertising and Media 2:1 degree.

Queen Elizabeth Sixth Form College 09.2007- 07.2009 – 3 A Levels AAB grades achieved.

Hummersknott School and Language College 09.2002 – 07.2007 - 11 GCSE's A*-C

References are available upon request.

I consent to you keeping my details on file and distributing for employment services.