

# ARESA FOSTER – ASSISTANT, TRAVEL & PRODUCTION COORDINATOR

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BASES IN BIRMINGHAM, MANCHESTER, BRISTOL, BATH & LONDON. WILLING TO COMMUTE/RELOCATE FOR THE JOB. FULL CLEAN DRIVING LICENCE - 9 YEARS. BASIC DBS.

Having worked for over 7 and a half years in busy fast-paced production office environments, as well as on location and on sets, my experience to date includes a variety of responsibilities. I am eager to continue working in production management.

• BAFTA Connect Member • BFI Network Creative Producer Lab Cohort 2023 •

## KEY SKILLS

- Proficient in Microsoft Word, Outlook and with Excel spreadsheets
- Versed in Google Docs, Sheets and Forms, Gmail and Google Drive and other shared drive software
- Production software such as WeGotPOP, Scenetime, SetKeeper, as well as setting up SyncOnSet
- Helping with production's sustainability practices and completing Albert's Carbon Calculator from prep to wrap
- Production paperwork, including call sheets, schedules, movement orders, RAs, TMOs and script memos
- Drafting PACT/Equity cast contracts, completing and distributing DPRs and wrap reports
- Organising DBS checks for contributors, NDAs and release forms for talent and suppliers
- Coordinating complex contributors and crew travel arrangements, including overseas bookings
- Organising various accommodation: apartments and furnishings, and weekly cast/crew hotel requirements
- Looking after and arranging travel for cast: prep, meetings, readthrough, fittings, rehearsals and filming
- Communicating with and setting up accounts with external suppliers, gathering quotes and negotiating costs/rates
- Liaising with cast and crew of all departments including HODs, cast and casting agents, talent and contributors
- Sourcing and booking catering, equipment, kit, courier services, shipping, doctors appointments, hire cars and vans
- Covid testing coordinating for crew and on screen talent, including children/parents/chaperones
- Managing 200+ volunteers: delivering training, mass communication and scheduling volunteers for shifts
- Sourcing and booking multiple locations and looking after the contracts and logistics for location documentary filming
- Coordinating VT shoots, reces, rehearsal spaces and camera test days prior to filming
- Helping organise tech reces, readthroughs and production meetings for scripted productions
- Assist with producing EPK interviews on set with HODs and cast, including with deaf cast and interpreters
- Looking after cast including deaf actors: SA's and children, including child licencing and sourcing extras with agencies
- Working on sets/locations and during Covid-19 restrictions and guidelines
- Driving hire cars and production vans, as well as left-hand driving abroad
- Working across and in large arenas/venues producing live event production, managing assets and logistics
- Liaising with corporate clients, directing setups for stills and video, and looking after the delivery of projects
- Working with budgets, petty cash, expenses, invoicing, raising POs and reconciling accounts
- Using accounts software such as Xero, Digital Paper Flow/EzyPO and MoneyPenny
- Office work, admin and operational support in the production office, on location and working from home
- General office responsibilities, including creating signage, shop runs and keeping stationery stocked
- Working with the team, including apprentices and runners, to assist the PMs, Producers and other HODs
- Managing diaries, production calendars and schedules, arranging meetings and taking phone calls
- Experience in corporates and commercial films, live events, short films, unscripted and scripted productions
- Producing experience for short films, creative and local filmmakers' projects

## FILM & TV CREDITS

ROLE / DATE	PRODUCTION	COMPANY / CHANNEL	REPORTED TO
PRODUCTION COORDINATOR JUL 2024 - OCT 2024	'RETREAT' (FEATURE FILM)	FOR BBC FILM & THE BFI	Producers: Jennifer Monks & Michelle Stein Junior Line Producer/UPM: Isabel Pritchard-Smith
ASSISTANT PRODUCTION COORDINATOR FEB 2024 - PRESENT	'WE GO AGAIN' (HETV DRAMA)	THE FORGE ENTERTAINMENT FOR BBC THREE	Line Producer: Lennard Ortman Production Manager: Amarjoth 'Jo' Nijjer Production Coordinator: Jennifer Lane
PRODUCTION COORDINATOR SEP 2023 - DEC 2023	'ROYAL AUTOPSY (S2)'	PHOENIX TELEVISION FOR A+E NETWORKS	Series Producer/Director: Paul Olding Producer: Sophie Smith Production Manager: Tegan Pearce
TRAVEL & ACCOMMODATION COORDINATOR MAY 2023 - SEP 2023	'JOAN' (HETV DRAMA)	SNOWED-IN PRODUCTIONS FOR ITVX	Line Producers: Caroline Bean (Block 1) & Rhian Griffiths (Block 2) Production Coordinator: Amy Gillies Asst. Production Coordinator: Nick Alexander
PRODUCTION SECRETARY AUG 2022 - APR 2023	'THIS TOWN' (HETV DRAMA)	KUDOS FILM & TELEVISION LTD FOR BBC ONE	Line Producers: Caroline Bean & Charles Bates Production Coordinators: Rachel Leahy (Shoot) & Chris Bevan (Prep) Asst. Prod. Coordinators: Katy Pannell (Shoot) & Lauren Gledhill (Prep)
MEDAL CEREMONIES PRODUCTION COORDINATOR APR 2022 - AUG 2022	B2022 COMMONWEALTH GAMES - SPORTS PRESENTATION & MEDAL CEREMONIES	PROGRESS PRODUCTIONS FOR THE CWG OC	Line Producer: Cherrille Redley-Murray Medal Ceremonies Manager: Carlos Dunn Production Manager: Ravinder Mann
PRODUCTION SECRETARY JAN 2022 - APR 2022	'THE GREAT BRITISH BAKE OFF - AUDITIONS (S13)'	LOVE PRODUCTIONS FOR CHANNEL 4	Production Manager: Jen Chandler Junior Production Manager: Charlotte Miller
PRODUCTION SECRETARY AUG 2021 - NOV 2021	'THE GREAT POTTERY THROW DOWN (S5)'	LOVE PRODUCTIONS FOR CHANNEL 4	Production Exec: Verity Jackson Production Managers: Kaela Langan & Helen Alsop Prod. Coordinators: Charlotte Greenbury & Charlotte Akroyd-Swayne Production Managers: Jen Chandler & Hannah Wilcox
PRODUCTION SECRETARY JUL 2021 - AUG 2021	'JUNIOR BAKE OFF (S7)'	LOVE PRODUCTIONS FOR CHANNEL 4	Production Managers: Kaela Langan & Helen Alsop Prod. Coordinators: Charlotte Greenbury & Charlotte Akroyd-Swayne Production Managers: Jen Chandler & Hannah Wilcox
PRODUCTION COORDINATOR APR 2021 - JUL 2021	'PRIZEFIGHTER: THE LIFE OF JEM BELCHER' (FEATURE FILM)	CAMELOT FILMS FOR AMAZON PRIME VIDEO	Line Producers: Alexa Waugh & David Ball
PRODUCTION COORDINATOR (WORK PLACEMENT) MAR 2021 (10 DAYS)	'GREAT BRITISH MENU (S16)'	OPTOMEN FOR BBC TWO	Production Manager: Jacob Moore Production Coordinators: Kristal Paramor & Verity Amos
PRODUCTION TEAM - RIG RUNNER FEB 2021 - MAR 2021 (10 DAYS)	'BAKE OFF: THE PROFESSIONALS (S4)'	LOVE PRODUCTIONS FOR CHANNEL 4	Production Managers: Amy Panesar & Paige Hayward
PRODUCTION SECRETARY NOV 2020	'THERE'S ALWAYS HOPE' (FEATURE FILM)	EAGLE FILM PRODUCTIONS	Co-Producer: Harriet Hammond Production Coordinator: Lauren Parker

## CORPORATE & COMMERCIAL WORK

ROLE / DATE	PRODUCTION	COMPANY	REPORTED TO
FREELANCER DEC 2020 - FEB 2021	VARIOUS FREELANCE SELF-SHOOTING PROJECTS	VERMILLION FILMS & ELOQUENT PRAISE DANCE COMPANY	Working directly with clients and the in-house team
FREELANCER SEP 2020 - OCT 2020	VARIOUS FREELANCE SELF-SHOOTING PROJECTS	DRPG, VERMILLION FILMS & BEATFREEKS	Working directly with clients and the in-house team
PRODUCTION COORDINATOR FEB 2020 - AUG 2020	IN-HOUSE ROLE - VARIOUS COMMERCIALS, CORPORATE FILMS & BRANDED CONTENT	VERMILLION FILMS - BIRMINGHAM	Managing Director: Lee Kemp Producer: Alan Green
PRODUCTION ASSISTANT JUL 2017 - FEB 2020	Working with a number of clients including AGCO, Costwolds Distillery, JCB, Glide, Fuller's London Pride and Mailbox Birmingham, at various job levels depending on the project: as Production Coordinator, Production Assistant, Producer, 3rd Assistant Director and Runner - full list of credits detailed on <a href="#">Talent Manager</a>		Working with the in-house team and freelance crew
PRODUCTION ASSISTANT JAN 2017 - JUN 2017	IN-HOUSE ROLE - BUSINESS & OFFICE ADMIN	ESA FILMS - LONDON	Working with the in-house team

## OTHER INDUSTRY CREDITS

ROLE	PRODUCTION	COMPANY	REPORTED TO
RUNNER	'OFF GRID' (SHORT FILM) 2018	DARK MATTER FILMS	Line Producer: Nicole Gallagher
ADDITIONAL FLOOR RUNNER	'THE OTHER' (SHORT FILM) 2017	YSP MEDIA	Producer: Belinda Basson
FLOOR RUNNER	'BRISTOL STREET MOTORS: ONE CAREFUL OWNER' (TVC) 2017	THE BLACK ARTS CO.	Assistant Director: Laura Roe
PRODUCTION ASSISTANT	'DEAD QUIET' (SHORT FILM) 2017	DIRECTOR: ALEX WITHERS	Producer: Emily Stubbs

## INDUSTRY TRAINING

- ScreenSkills Introduction to mental health awareness at work | Delivered by ScreenSkills (March 2024)
- ScreenSkills Addressing unconscious bias: basic awareness in the workplace | Delivered by ScreenSkills (March 2024)
- Create Central Continued Professional Development (CPD) Bootcamp | Delivered by Create Central/ Solihull College & University Centre (Jan 2024 - March 2024)
- BFI Network Creative Producer Lab 2023 | Delivered by BFI Network, Film Hub Midlands and Film Hub North (Sep 2023 - Nov 2023)
- ScreenSkills Tackling harassment and bullying at work | Delivered by ScreenSkills (Sep 2023)
- Create Central TV Production Bootcamp | Delivered by Create Central/ Solihull College & University Centre (Jan 2021 - Mar 2021)
- Creative Industries Safety Passport | Delivered by BECTU (Jan 2021)
- Coronavirus Basic Awareness on Production Training | Delivered by ScreenSkills (Jan 2021)
- ScreenSkills Essential skills for film & drama production coordinators | Delivered by DV Talent (Jul 2020)
- ScreenSkills Production Lab 2020 | Delivered by thecallsheet.co.uk (Jun 2020)
- So you want to be a Production Coordinator | Delivered by the Production Managers Association (Jun 2020)
- Albert Carbon Literacy Training | Delivered by Screen Central (BAFTA & Albert) (Oct 2019)
- Safe Management of Productions | Delivered by First Option Safety (Jan 2018)

## OTHER PRODUCTION EXPERIENCE AND SIGNIFICANT PRODUCER/WRITER PROJECTS

- Producer | 'Daniel's Room' | Short Film for Run Home Productions, funds raised via Kickstarter (May 2024 - Present)
- Producer/Writer | '3 6 5' | Short Spoken Word Poetry Film (Dec 2023 - Aug 2024)
- Selected at **Short Stack October 2024** and **TMFF Winner Best Experimental of the Month September 2024**
- Produced self-funded short spoken word poetry film passion project, having written the script based on a Shakespearean style sonnet - shot on location in Birmingham with local cast and crew.
- Production Manager & AV Team Leader | Hillsong UK - Birmingham (Jan 2018 - Feb 2020)  
Volunteer Leader of Hillsong Birmingham's AV & Production Team, ensuring efficient setup and smooth operation of the audio visual elements and production as a whole, during Sunday gatherings. The position also involves looking after and managing team members, as well as being part of the UK wider production team for annual conferences and events held at the SSE Arena Wembley and the O2 Arena London.

## EDUCATION

- A Levels | Queen Elizabeth Sixth Form College - Darlington  
English Language, Film Studies and Maths (Sep 2014 - Jun 2016)

## HOBBIES/INTERESTS

- Creative | photography, videography, fine art and Adobe Photoshop
- Music | clarinet (grade 8), piano (grade 7), flute (grade 5) and guitar self taught
- Sports | gym, running, swimming, badminton and netball
- Technical Production | AV and Audio Mixing for Hillsong

## OTHER SHORTS AS PRODUCER/ASST. PRODUCER

- Assistant Producer | 'Letters from Space' | Short Film for Daylight Moon Films, Supported by Pretty Hate Productions (Mar 2024)
- Producer | 'Did You Miss Me?' | Short Film for Brothers Productions Films (Dec 2020 - Jan 2021)
- Producer | 'Black Words Matter' | Collection of Short Spoken Word Poetry Films for the Birmingham Young Film Network, Funded by Beatfrees Fuel Funding Scheme (Aug 2020 - Sep 2020)

## REFERENCES AVAILABLE UPON REQUEST

GDPR Statement: Employers may keep this CV on file for future work opportunities