

Elizabeth Cairns

PRODUCTION COORDINATOR · SCRIPTED

London 07950 782 860 e.cairns95@hotmail.co.uk [linkedin.com/in/elizabethcairns](https://www.linkedin.com/in/elizabethcairns) Full UK driving licence

Production Coordinator with ten years in television, currently coordinating scripted drama at Clapperboard Studios. Assistant Production Coordinator on *Unchosen*, a six-part drama series for Netflix, from prep through shoot to wrap. Worked in-house at Tiger Aspect as Production Secretary and then Admin Coordinator — coordinating across the department's productions. I spent a year at All3Media International on the formats distribution side which gave me a unique insight into a programme's lifecycle beyond production. Completed the Netflix *Step Up to Production Coordinator* programme in 2025. Eager to progress in production, working towards becoming a Line Producer.

EXPERIENCE

Production Coordinator IN-HOUSE Apr 2026 – present
Clapperboard Studios

Scripted production company producing thrillers, crime and period drama for Channel 5, Paramount+ and ITV with international teams. Working across a slate, crew and cast contracting, setting up international production teams, managing clearances, travel and accommodation, early prep set up, managing deliverables and post.

Production Executives: Zlatina Rankova, Sherree Black

Format Partnerships Coordinator May 2025 – Apr 2026
All3Media International

The international distribution side of television — creating materials to sell formats, as well as tape sales, for shows such as *The Traitors* and *Race Across The World*. Updating sales presentations, producing a monthly client-facing newsletter, liaising with key stakeholders, assisting international clients with assets.

Line Manager: Nick Smith

Assistant Production Coordinator May – Dec 2024
Unchosen (Netflix) — Double Dutch Productions — 6 × 60' drama

Six-part series, prep through shoot to wrap. Crew contracting, cast travel and accommodation, H&S compliance, mandatory crew training, booking vendors and raising POs, production office set up and wrap.

Line Producer: Phill Reeves · Production Manager: Tilly Sharp

Admin Coordinator IN-HOUSE Jan – Apr 2024
Comedy & Drama Department, Tiger Aspect

Managed the company archiving system, developed an online tracker, awards submissions.

Line Manager: Helen Wright

Assistant Production Coordinator Jun – Dec 2023
Bad Education S5 (BBC Three) — Tiger Aspect

Part of the ScreenSkills 'Make A Move' programme: shadowed the production coordinator, dealt with cast contracts, clearances, distributing call sheets, risk assessments, and day-to-day logistics.

Executive Producer: Sarah Fraser · Line Producer: Idris Ahmed

CORE SKILLS

- **Production office processes** across prep, shoot and wrap — including office set-up and wrap
- **H&S compliance** and ensuring all crew complete mandatory training
- **Securing clearances**
- **Crew and cast** availability, contracting and contact records
- **Progress reports, wrap reports** and script amendments
- **Raising POs**, booking vendors and tracking production spend
- **UK and international travel** and accommodation
- **Diary management for Execs**; writers' rooms, readthroughs, rehearsals and screenings
- Coordinating and **scheduling across departments**
- Managing relationships with **cast, contributors, agents** and key stakeholders
- **Programme lifecycle** across both production and distribution

TRAINING

Netflix — Step Up to Production Coordinator
Completed June 2025

ScreenSkills — Make A Move
Completed Oct 2023

ScreenSkills — Understanding Post Delivery
Completed Jan 2023

Production Secretary

Mar 2023

Where It Ends (short, BBC) — Tiger Aspect · concurrent

Short film shooting in Sunderland: managed day-to-day on set, contracted crew, booked vendors, raised POs, travel and accommodation.

Executive Producer: David Simpson · Line Producer: Kirsten Stoddart

Production Secretary

IN-HOUSE

Jun 2022 – Jun 2023

Comedy Department, Tiger Aspect

Managing exec diaries, in-house point of contact for freelancers, organising readthroughs, rehearsal days and writers' rooms, coordinating travel and accommodation.

HOD: Trudy Coleman · Production Executives: Sherree Black, Nila Karadia

Script Coordinator

Sep 2020 – Jun 2022

EastEnders — BBC Studios

Continuing drama at volume — script amendments and distribution to cast, crew and all departments, censoring scripts, producing synopses and post-production scripts.

Edit Assistant

Feb 2019 – Sep 2020

BBC Wales

A range of programmes in-house, as well as live outside broadcasts.

Troubleshoot queries between editors, production and clients, and acted as a point of reference for freelancers, guiding them through internal workflows.

Data Wrangler / Edit Assistant

Sep 2016 – Oct 2018

Monkey Life Series 9–11 — Primate Planet Productions

Backed up large volumes of rushes, ingested into Avid Media Composer.

Updated post production scripts, created post production deliverables.

Second camera op. Data wrangled a 10-day shoot in Vietnam.

EDUCATION

Bournemouth University

2013 – 2016

BA (Hons) Television Production — First Class Honours

Won 'Best Director' in the final year; co-produced a student radio show for three years.

TOOLS

- Google Drive
- Microsoft Office
- SharePoint
- Dropbox
- Box
- Final Draft
- ScriptWriter
- DF Studio
- Adobe Pro
- DocuSign
- Premiere
- POP
- Team Engine
- Set Keeper
- Octopus PMI
- DPO