

Hannah Grecis

Project Coordinator

07905 045 530

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Based in Leeds, with Driving licence and car

Highly organised Coordinator with an interest in Project Management.

Experienced in Events, Brand Activation, Broadcast Production and creative environments.

EXPERIENCE

We Love This Ltd - Projects Coordinator - May 2024 - Present

Working at a leading UK Events agency across multiple events, primarily within brands and the retail sector. Supporting Event Producers and Directors in coordinating all logistics for events across the UK, from planning through to delivery. Managing budgets, creating detailed Event Bibles and working document decks, creating risk assessments, attending site visits and installs in a Project Manager capacity, liaising with internal teams and external clients and stakeholders, using Monday.com to manage project task lists and ensuring events ran smoothly and to schedule.

NEWSUBSTANCE - Project Coordinator - March 2024 - May 2024

Working on a large scale build and perform project for an international live event at an award winning creative studio. Supporting the Project Manager in all aspects of planning through to delivery, managing budgets and raising POs using ApprovalMax, creating detailed site briefs and RAMS, working with high profile talent with complex requirements, collaborating with clients, designers, engineers and workshop teams, using Slack, booking international travel, organising logistics and ordering supplies, contributing to company meetings and working both on site and in the studio to ensure tight deadlines were met.

TwentySix03 Entertainment - Project Coordinator - January- March 2024

Working within the Production Management team for pilot TV series ***Making It with Sara Davies (w/t)*** for BBC One, whilst training in Production Management. Supporting junior team members and contributors, casting with the general public and promoting involvement in the series, completing editorial tasks including comprehensive contributor background checks, creating call sheets and risk assessments, working on site and in the production office, organising logistics and assisting with continuity and looking after high profile talent.

Chatterbox Media - Project Coordinator - July 2023 - December 2023

Working within the Production Management team for popular returning reality Television series ***Charlotte in Sunderland*** for BBC Three, within the production office and on location. Creating call sheets and risk assessments, managing release forms, researching locations and coordinating logistics for UK and international shoots. Managing albert sustainability processes, music clearance processes and deliverables.

Daisybeck Studios - Project Coordinator - February 2023 - July 2023

Working within the Production Management team for returning factual entertainment series ***Springtime on the Farm*** for Channel 5, in the production office and on site, to coordinate several VT shoots and live event filming days. Creating detailed RAMS, call sheets and budget trackers, managing consent forms, looking after high profile talent and managing large scale film shoots in busy, public locations.

TwentySix03 Entertainment - Project Coordinator - May 2022 - October 2022

Supporting production and editorial teams in the office and on site for pilot BBC Daytime commission ***24/7 Pet Hospital*** for BBC One. Creating Call sheets and RAMS, looking after vulnerable contributors and sensitive content, organising shoot logistics, assisting with story notes and blur lists, managing sustainability processes and completing post production paperwork.

Pact (Producers Alliance for Cinema and Television) - Nations & Regions Development & Events Coordinator - June 2019 - April 2022

Supporting independent creative Media companies outside of London with business development, within industry trade association Pact. Managing large scale events and projects, both virtually and in person, connecting with global partners and leading delegations to overseas markets and trade shows. Liaising with commissioners, distributors and key industry figures, developing and leading on multiple events and projects based on client feedback, ensuring these were delivered to time and to budget.

True North - Office and Projects Coordinator - October 2017 - June 2019

Managing all aspects of a large scale creative office, whilst regularly assisting creative production teams with project coordination. Completing paperwork, supporting on studio and location based shoots, event management and liaising with all departments to assist with the smooth day to day running of the company.

ADDITIONAL EXPERIENCE

2017 & 2018 - Sheffield Doc/Fest – Venue, Events and Box Office Coordinator

2017 - The Children's Media Conference - Events Coordinator

ADDITIONAL PROJECTS & COURSES

- ***Production Managers Association - Budgets Explained: The Secrets of Dissecting a Budget in Excel (2023)***
- ***albert Sustainable Production Training (2023)***
- ***ScreenSkills/The Call Sheet - Step Up To Coordinator Training (2022)***
- ***ScreenSkills - Diversity, Equality and Inclusion Training (2023)***
- ***ScreenSkills - Tackling Harassment and Bullying at Work Training (2023)***

EDUCATION

Sheffield Hallam University (BA (Hons.) Film and Media Production) - First Class Honours - 2013 - 2016