

HILTON HOWSON

PRODUCTION COORDINATOR / ART DEPT COORDINATOR

Bookings Top Techs (02) 9958 1611 Mobile: 0418 643 241 Email: hiltonpjh@gmail.com

RECENT PRODUCTION WORK

MOTHER MOUNTAIN (Feature) 2020 Prod Coordinator Producer Kristen Hodges

Feature about a mother and her family, and the impact of her Jewish heritage and indigenous influences

Responsibilities:

- Logistics of organising each day including pre-production scheduling, call sheets & DPRs
- Handle travel & accommodation arrangements

RISING WOLF / SWEET RIVER (Features) 2019 Prod Coordinator Producer Kristy Vernon

Feature films

Responsibilities:

- Logistics of organising each day including pre-production scheduling, call sheets & DPRs
- Handle liaising between Freelancers, Producers, & Cast, plus travel arrangements

FAM TIME (Seven Network) 2019 Prod Coordinator Line Prod. Tiare Tomaszewski

Scripted comedy about a family dealing with life on & off line

Responsibilities:

- Logistics of organising each shoot day including call sheets & DPRs
- Handle all liaising between the Seven Network and Freelancers

TABOO / STRUGGLE STREET 3 (Lune Media) 2019 Jr Prod Mgr Head of Prod. Anastacia Perri

Channel 10 documentary, starring Harley Breen, plus latest season of SBS' biggest hit.

Responsibilities:

- Oversee management of both shows, usually remotely
- Handle all logistics of contributors and producers

SKIT HAPPENS (CJZ) 2018 Production Manager Line Prod. Naomi Just

Channel 10 sketch comedy pilot, starring Heath Franklin

Responsibilities:

- Responsible for Budget management
- Supervision of the Production office

COAST AUSTRALIA (Foxtel) 2018 Production Coordinator Line Prod. Nick Canham

4th season of the top-rating Foxtel History documentary show, covering all parts of the Aussie coastline

Responsibilities:

- Organisation of the field crews in remote locations such as Cocos Islands & Far North Qld , including travel
- In charge of Purchase Orders and reconciliation of all floats with Moneypenny

STANDING UP FOR SUNNY (Feature) 2017 Production Coordinator Line Prod.: Naomi Mitchell

AACTA award winning film, starring RJ Mitte (*Breaking Bad*), about a young man with Cerebral Palsy beginning stand up comedy.

Responsibilities:

- Logistics of organising each shoot day including call sheets, maps & DPRs
- Oversee Interns and their duties

HOME AND AWAY (Ch. 7) 2012 to 2017 Production Coordinator Prod.: Lucy Addario

Long running serial drama chronicling the lives, loves and loss of the residents of Summer Bay.

Responsibilities:

- Generate the weekly Production Schedule for the three separate crews on the show
- Regular liaising with the Office of Children's Guardian on all matters relating to the Employment of Children

More credits listed over...

ADDITIONAL CREDITS

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|---|--|---------------------------------------|
| A MOODY CHRISTMAS (ABC) 2012 | Production Coordinator | Prod.: Andy Walker |
| BEAUTY & THE GEEK (Ch. 7) 2011 | Art Dept Coordinator | Prod Mgr: Lenee Carr |
| PHOTO FINISH (ABC) 2011 | Production Coordinator | Prod Mgr: Genevieve Ginty |
| THE HUNTER (Feature) 2010 | Production Coordinator | Prod: Vincent Sheehan |
| HANYUT (Malaysian Feature) 2010 | Production Coordinator | Prod.: Julia Fraser |
| MAKING AUSTRALIA HAPPY (ABC) 2010 | Production Coordinator | Line Prod: Sally Regan |
| CRASH INVESTIGATION UNIT (Ch. 7) 2009 | Production Coordinator | Prod: Rachel Antony |
| BOMBORA (ABC) 2008 | Production Coordinator | Prod: Paul Clarke |
| ALEXANDER PEARCE (ABC) 2008 | Production Coordinator | Prod: Nial Fulton |
| BANANA SPLITS (Warner Bros) 2007 | Production Coordinator | Prod: Paul Clarke |
| AUSTRALIA (Feature) 2007 | Production Secretary | Prod: Catherine Knapman |
| PIZZA – Series 5 (SBS) 2007 | Production Coordinator | Exec Prod: Paul Fenech |
| CATALPA RESCUE (ABC) 2006 | Production Coordinator | Prod: Ian Collie |
| WHAT'S GOOD FOR YOU 1 & 2 (Ch. 9) 2006 | Production Coordinator | Exec Prod: Rob Wallace |
| CELEBRITY SURVIVOR (Ch. 7) 2006 | Talent Coordinator | Exec Prod: David Mason |
| CHASING NATURE (Beyond) 2005 - 2006 | Production Coordinator | Prod Mgr: Fred Straughen |
| FOOTY LEGENDS (Feature) 2005 | Production Secretary | Line Prod.: Ann Folland |
| TOM YUM GOONG (Thai Feature) 2004 | Cast A.D. | Prod Mgr: Kevin McGrath |
| THE COOKS (Ch. 10) 2004 | P.A. | Line Prod: Helen Panckhurst |
| PETER PAN (Feature) 2002-2003 | Cast / Publicity P.A. | 1 st A.D.: Caro Cunningham |
| ALL SAINTS (Ch. 7) 2002 | Attachment 3 rd AD | Prod Mgr: Heather Oxenham |
| STAR WARS - EPISODE II 2000 | Creature Department Assistant / On-set PA (Creature Dept) | PM: Steven Jones |

VARIOUS TASKS PERFORMED AS PRODUCTION COORDINATOR:

- Call Sheets
- Daily Progress Reports
- Liaising with Cast & Agents
- Travel, Vehicle Hire & Accommodation
- Booking and Organising Crew & Equipment
- Managing Budgets

MISCELLANEOUS WORK

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|---|--|---------------|
| THE SHAK (Channel 9) 2004 - 2005 | Co-Creator | Nine Network |
| KICKSTART 1998 | Producer / Writer / Director / Editor | Optus Channel |
| YELLOW PAGES TVC "The Birthday Present" 1995 | Director of competition entry (Highly Commended) | |

RUNNER WORK

Rabbit Proof Fence, The Quiet American, Farscape , The Alice, Danny Deckchair, The Amazing Race – Series 2, White Collar Blue, Corridors of Power,

COMMERCIALS

Coca Cola, Toyota, Canon Pixma, Twisties, Google, NRL, The Weekend Australian, Nestle Yoghurt, Mathletics, Apenleiber Strawberries

COMPUTER SKILLS

Mac, Windows, Microsoft Word, Excel, PowerPoint, Final Draft, Final Cut Pro, iPhoto, iMovie, iDVD, Adobe Illustrator, Adobe Photoshop, Adobe Acrobat, Visual Hub, Safari, Firefox, Internet Explorer

EDUCATION

NORTH SYDNEY COLLEGE OF TAFE

Certificate II & III in Film & Television Production

Feb 99 - Jun 00

UNIVERSITY OF NEW SOUTH WALES

Associate Diploma of Expressive & Performing Arts

Mar 92 - Dec 93

REFEREES

Available upon request