

HILTON HOWSON

PRODUCTION MANAGER / COORDINATOR / ART DEPT COORDINATOR

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

RECENT PRODUCTION WORK

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

Channel 10 sketch comedy pilot, starring Heath Franklin

Responsibilities:

- Responsible for Budget management
- Writing and distribution of Crew Contracts
- 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
- In charge of Purchase Orders and reconciliation of all floats with Money Penny
- Liaising with our travel company and providing travel schedules for all crew

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

New 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
- Liaise with Councils as Locations Coordinator
- 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 show
- Organise three separate crews through pre-production, location shooting and studio shooting
- Regular liaising with the Office of Children's Guardian on all matters relating to the Employment of Children

A MOODY CHRISTMAS (ABC) 2012 Production Coordinator Prod.: Andy Walker

Award winning 6x Ep Comedy drama by Jungle. Follows a dysfunctional family on Christmas day over six years.

- Logistics of organising each shoot day including call sheets & DPRs
- Organise casting, travel and some accommodation of actors as this was all done in-house
- Writing and distribution of cast contracts

PHOTO FINISH (ABC) 2011 Prod Coord / 1st A.D. Prod Mgr: Genvieve Ginty

ABC / Southern Star Co-prod reality show. Amateur photographers compete for the best photo.

Responsibilities:

- Schedule the 8 episode shoot
- Interview and coordinate the contestants
- 1st A.D. on multi-camera set & location shoots

BEAUTY & THE GEEK (Ch. 7) 2011 Art Dept Coordinator Prod Mgr: Lenee Carr

Australian version of the popular U.S. show. A group of Beauties and Geeks learn how the other half live.

Responsibilities:

- Management of the Art Department budget
- Handle logistics & execution of the challenges
- Liaise with Art, Costume and Challenge Departments

More credits listed over...

ADDITIONAL CREDITS

FOUR WEDDINGS (Ch. 7) 2011	Production Coordinator	Prod Mgr: Rani Seckold
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 Carke
ALEXANDER PEARCE (ABC) 2008	Production Coordinator	Prod: Nial Fulton
MY KID'S A STAR (Channel 9) 2008	Production Coordinator	Prod: Stephen Peters
INSIDE FILM AWARDS (SBS) 2007	Production Coordinator	Prod: Helen Linthorne
BANANA SPLITS (Warner Bros) 2007	Production Coordinator	Prod: Paul Carke
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

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