

ALANA TAYLOR

PRODUCTION COORDINATOR

CONTACT

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London, UK

SKILLS

- o Possesses a full UK Driving License.
- o Knowledge & Experience of IR35.
- o Creating Risk Assessments
- o Clearing Archive Footage & Commercial Music
- o Using online software to set-up PO's and Invoicing.
- o The handling of GDPR such as release forms and contracts for new starter administration.
- o Capturing data related to a sustainable production such as Albert (Albert Training and Experience)
- o Creating movement orders and schedules for filming days, liaising with the relevant departments.
- o Understanding/experience of Production to Post.
- o Creation of Call Sheets
- o Sourcing crew & creating purchase orders.
- o Calculating budgets.
- o Sourcing talent, I.E attending castings.
- o Data Wrangling
- o Live Studio & Pre-Rec Experience
- o Live Logging A&R days/ Interviews
- o All Microsoft Programmes such as Word, Excel and Powerpoint
- o Adobe software and packages such as Audition, Premiere, Photoshop, Encoder.
- o Capturing Visual & Audio content, through Sony DSLR's/FS7's & Audio Recorders.

REFERENCES

AVAILABLE ON
REQUEST

PROFILE

Alana Taylor is a versatile Broadcast Production Coordinator with extensive experience in live shows, unscripted TV, and event production. She excels in talent liaison, logistics management, and cast welfare, ensuring smooth operations across all aspects of production. Her ability to thrive under pressure, coupled with strong organisational and communication skills, makes her an invaluable asset to any team. Alana has overseen cast welfare, GDPR compliance, location logistics, and led a team of runners and a production secretary while supporting editorial teams.

EXPERIENCE

Accommodation & Challenge Coordinator

Love Island All Stars S2 - Lifted Entertainment (ITV Studios)

2024 - 2025

Responsible for organising all crew accommodation in South Africa throughout the series. Across the Challenges budget & assisting the logistics of the challenges inside the Villa

Challenges Coordinator

Destination X - TwoFour (NBC Studios)

2024

Organising the logistics of Transport & Accommodation throughout Europe whilst travelling to 6 different countries in 4 weeks. Overseeing the movement of the crew & kit.

Talent Coordinator

Love Island Aftersun S9 (S11 Love Island) - Lifted Entertainment (ITV Studios)

2024

Organising contracting, payments, agent liaison, travel/ accommodation logistics. Producing our weekly London show in Mallorca.

Casting Production Coordinator

My Mum Your Dad S2 - Lifted Entertainment (ITV Studios)

2024

Organising the pre-production paperwork for the full casting process. On location filming, organising the schedule around the main filming and cast movements. Managing a team of runners & a production secretary.

Studio/Build Production Coordinator

Dancing on Ice S16 - Lifted Entertainment (ITV Studios)

2023 - 2024

Hiring & Contracting teams such as make up and costume. Liaising with Plant Hire companies and rigging companies to compile what we need for studio build.

Post-Production Coordinator

Paul O'Grady Tribute - Lifted Entertainment (ITV Studios)

2023

Organising the production paperwork for post, Clearing music/ news articles for the edit. Working closely with edit producers to ensure on schedule

EDUCATION

Broadcast Production Apprenticeship

BAUER MEDIA

2017-2018

Distinction. – Level 3

Radio/Podcast training with Bauer Media
& TV Production Management training

Foundation Degree in TV&Film Production

NORWICH CITY COLLEGE

2016 - 2017

Distinction. Level 4.

Art, Design, Graphics, TV Production,
Animation & Short Film Production
experience.

ADDITIONAL HOBBIES

Podcast Producer/ Host

Shooting, Editing, Organising guests for
my own podcast - AT-TV Tea Time.
A Podcast inviting those behind the
scenes in the industry to share their
journey's and inspire others.

Artist Liaison

Organising logistical trips abroad & in the
UK to support musicians & bands on
private events.

Studio Production Coordinator

Dancing on Ice S15 - Lifted Entertainment (ITV Studios)

2022 - 2023

Creating Call sheets, Cast movement order schedules for studio to run to in a Live setting.

Liaising with various talent agents regarding talent needs & organising their transportation and individual schedules each week for a live show.

Interviewing, Hiring & contracting a crew of runners whilst taking feedback from 1st AD.

Assisting with the organisation of the studio build, ensure contractors are paid.

Organising catering on site for a crew of 300+, schedule times & intolerances/ allergies of crew.

Handling extensive amounts of data and adhering to GDPR protocols.

Creating Risk Assessments for training celebrities at local ice rinks.

OTHER RELEVANT EXPERIENCE

Talent Liaison/ Guest List / Host

- Somerset House Ice Rink Opening - 2024
- Universal Music End of Year celebration party - 2024
- Brits After Party ft Raye - 2024
- Royal Academy of Arts - Summer Exhibition - 2024

Talent Liaison.

Bafta TV - 2022 & 2023

Indigo TV - National TV Awards - 2020 - 2021 - 2022 - 2023

- Chaperone & organising talent behind the scenes

Events/ Production Manager.

Turn Up BC X Arts Council

- Creating two workshops across two days for young people during the school holidays to gain experience in the creative field.
- We held workshops that involved, acting, production, Dj'ing, Dance & Song Writing.
- Myself & the team reached out to industry professionals and negotiated rate/ availability.
- Reached out to the venue and production managed the running of the event from pre-post.
- Production managed a panel talk hosted by high profile industry talent to celebrate the end of the two days workshops.

Production Coordinator/ Jnr Production Manager

Sony Music X Freelancing.

- Music Video - Davido X Zlatan - Money - Sony Music - 2022
- Music Video – Amun Ft Skrapz (So Cold) Label: Sony Music • Oct 2018
- • Music Video – Ziezie (Sensie) Label: Sony Music • Nov 2018
- • Music Video – Bexey (Go Getta) Label: First Access • Nov 2018
- • Music Video• Nifty Boy – Fine Girl • Client: Solid Star • Dec 2018
- • Music Video• Lotto Boyzz – Miss Jagger • Client: Sony Music • Dec/ Jan 2018/19

This CV can be kept on file and distributed for employment purposes