HILTON HOWSON

PRODUCTION COORDINATOR

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

RECENT PRODUCTION WORK

THE F WARD ***(CBS, Stan)*** ***2025*** Prod Coord Line Prod: Harry Edwards

New hospital / relationship dramedy from the makers of The Secret Life of Us
- With over 100 cast including guests I oversaw all offset appointments, including preparing the Cast Deal Memos and Contracts

NCIS: SYDNEY ***(P'mount+, Network Ten)*** ***2024-25*** Prod Coord Prod: Michele Bennett & Carmen Leonard

Season 2&3 - spin off of popular U.S. franchise
- I took over the final 3 blocks of S2 and first three of S3, including running the Sydney head office whilst the production shot in Darwin & Broken Hill

RETURN TO PARADISE ***(BBC Drama Series)*** ***2024*** Prod Coordinator (Cast) Line Prod. Naomi Mitchell

BBC / ABC spin-off of popular British series *Death in Paradise*
- I oversaw & liaised with all cast & their agents, plus I handled their Deal Memos & Contracts
- I also handled the Pre Prod Daily Diary & Call Sheets

HOUSE OF GODS ***(Matchbox Drama Series)*** ***2023*** Prod Coordinator Line Prod. Kevin Greene

ABC Drama about the difficulties faced by a Muslim cleric, juggling the politics between his family & his Mosque
- I oversaw the Production office, & liaised with all cast & other departments
- I also handled the Pre Prod Daily Diary, Call Sheets & Wrap Reports

FURIOSA: A MAD MAX SAGA ***(Feature)*** ***2022*** Prod Coordinator PMs: Nick Copping / Merilyn Cook

International feature
- I oversaw the Main Unit Production office Asst Coords, Prod Sec, PAs, Runners
- I also directly liaised with all depts, including 2nd Unit / Cast / AD Dept

MYSTERY ROAD 3 ***(ABC Drama Series)*** ***2021*** Prod Coordinator Line Prod. Naomi Mitchell

Third season of the Mystery drama series, shot in Kalgoorlie, WA
- I oversaw the Production office, liaised with cast, and managed the office staff
- I also handled the Pre Prod Daily Diary, Call Sheets & Wrap Reports

WOLF LIKE ME ***(Stan Comedy Drama Series)*** ***2021*** Prod Coordinator Producer Jodi Matterson

Romantic Comedy with a dark twist. Produced for an O/S audience by Made Up Stories
- I was the Coord primarily involved with cast, including contracts, Kids Guardian, travel, and extras
- I also handle the Pre Prod Daily Diary and Call Sheets

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

BIG BROTHER ***(Shine Endemol)*** ***2020*** Prod Coordinator Line Prod. Tori Smith

Responsibilities:
- Organisation of Housemate Pre-Interviews
- Logistics of In-House challenges

ASCENDANT / SWEET RIVER ***(Features)*** ***2019*** Prod Coordinator Producer Kristy Vernon

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

More credits listed over…

ADDITIONAL CREDITS

FAM TIME *(Seven Network)* ***2019***	Production Coord	Line Prod. Tiare Tomaszewski
TABOO / STRUGGLE ST 3 *(Lune Media)* ***2019***	Jnr Production Mgr	Head of Prod. Anastacia Perri
SKIT HAPPENS *(CJZ)* ***2018***	Production Manager	Line Prod. Naomi Just
COAST AUSTRALIA *(Foxtel)* ***2018***	Production Coordinator	Line Prod.: Nick Canham
STANDING UP FOR SUNNY *(Feature)* ***2017***	Production Coordinator	Line Prod.: Naomi Mitchell
HOME AND AWAY *(Ch. 7)* ***2012 to 2017***	Production Coordinator	Prod.: Lucy Addario
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
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.	1st A.D.: Caro Cunningham
ALL SAINTS *(Ch. 7)* ***2002***	Attachment 3rd 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 & Pre Production Daily Diaries*
- *Daily Progress Reports*
- *Liaising with Cast & Agents. Writing and handling Deal Memos & eventual Contracts*
- *Travel, Vehicle Hire & Accommodation*
- *Booking and Organising Crew & Equipment*
- *Managing Budgets*

MISCELANEOUS 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

COMPUTER SKILLS

Mac, Windows, Microsoft Word, Excel, PowerPoint, Final Draft, Set Keeper, Scenchronize, Digital Paper Flow, Mydaes, Ezy PO, Final Cut Pro, Adobe Illustrator, Graphic, Amadine, Adobe Photoshop, Adobe Acrobat, Chrome, Safari, Firefox

EDUCATION

NORTH SYDNEY COLLEGE OF TAFE **Feb 99 - Jun 00**
Certificate II & III in Film & Television Production

UNIVERSITY OF NEW SOUTH WALES **Mar 92 - Dec 93**
Associate Diploma of Expressive & Performing Arts

REFEREES

Available upon request