

HILTON HOWSON

PRODUCTION COORDINATOR

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

RECENT PRODUCTION WORK

NCIS: SYDNEY (*Paramount+, Network Ten*) **2024** Prod Coordinator Producer Michele Bennett

Season 2 - spin off of popular U.S. franchise

- I took over the final 3 blocks of the season, including running the Sydney head office whilst the production shot in Darwin

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 / Marilyn 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

Responsibilities:

- 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

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

More credits listed over...

ADDITIONAL CREDITS

FAM TIME (<i>Seven Network</i>) 2019	Production Coord	Line Prod. Tiare Tomaszewski
TABOO / STRUGGLE ST 3 (<i>Lune Media</i>) 2019	Jnr Production Mgr	Head of Prod. Anastacia Perri
SKIT HAPPENS (<i>CJZ</i>) 2018	Production Manager	Line Prod. Naomi Just
COAST AUSTRALIA (<i>Foxtel</i>) 2018	Production Coordinator	Line Prod.: Nick Canham
STANDING UP FOR SUNNY (<i>Feature</i>) 2017	Production Coordinator	Line Prod.: Naomi Mitchell
HOME AND AWAY (<i>Ch. 7</i>) 2012 to 2017	Production Coordinator	Prod.: Lucy Addario
A MOODY CHRISTMAS (<i>ABC</i>) 2012	Production Coordinator	Prod.: Andy Walker
BEAUTY & THE GEEK (<i>Ch. 7</i>) 2011	Art Dept Coordinator	Prod Mgr: Lenee Carr
PHOTO FINISH (<i>ABC</i>) 2011	Production Coordinator	Prod Mgr: Genevieve Ginty
THE HUNTER (<i>Feature</i>) 2010	Production Coordinator	Prod: Vincent Sheehan
HANYUT (<i>Malaysian Feature</i>) 2010	Production Coordinator	Prod.: Julia Fraser
MAKING AUSTRALIA HAPPY (<i>ABC</i>) 2010	Production Coordinator	Line Prod: Sally Regan
CRASH INVESTIGATION UNIT (<i>Ch. 7</i>) 2009	Production Coordinator	Prod: Rachel Antony
BOMBORA (<i>ABC</i>) 2008	Production Coordinator	Prod: Paul Clarke
ALEXANDER PEARCE (<i>ABC</i>) 2008	Production Coordinator	Prod: Nial Fulton
BANANA SPLITS (<i>Warner Bros</i>) 2007	Production Coordinator	Prod: Paul Clarke
AUSTRALIA (<i>Feature</i>) 2007	Production Secretary	Prod: Catherine Knapman
CATALPA RESCUE (<i>ABC</i>) 2006	Production Coordinator	Prod: Ian Collie
WHAT'S GOOD FOR YOU 1 & 2 (<i>Ch. 9</i>) 2006	Production Coordinator	Exec Prod: Rob Wallace
CELEBRITY SURVIVOR (<i>Ch. 7</i>) 2006	Talent Coordinator	Exec Prod: David Mason
CHASING NATURE (<i>Beyond</i>) 2005 - 2006	Production Coordinator	Prod Mgr: Fred Straughen
FOOTY LEGENDS (<i>Feature</i>) 2005	Production Secretary	Line Prod.: Ann Folland
TOM YUM GOONG (<i>Thai Feature</i>) 2004	Cast A.D.	Prod Mgr: Kevin McGrath
THE COOKS (<i>Ch. 10</i>) 2004	P.A.	Line Prod: Helen Panckhurst
PETER PAN (<i>Feature</i>) 2002-2003	Cast / Publicity P.A.	1 st A.D.: Caro Cunningham
ALL SAINTS (<i>Ch. 7</i>) 2002	Attachment 3 rd AD	Prod Mgr: Heather Oxenham
STAR WARS - EPISODE II 2000	Creature Department Assistant / On-set PA (<i>Creature Dept</i>)	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

MISCELANEOUS WORK

THE SHAK (<i>Channel 9</i>) 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 (<i>Highly Commended</i>)	

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

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