
MEGHAN MC ARDLE

Production Coordinator | Personal Assistant | APOC

[LinkedIn](#) | [IMDb](#)

Production Coordinator with high-end TV and feature film experience across BBC, Netflix, Disney, and international productions. Skilled in managing complex logistics, fast-paced shoots, and coordinating multiple units under pressure, while also supporting directors and producers from development through to post. Experienced in call sheets, reporting, contracts, scheduling, and cross-department communication. Discreet, solutions-focused, and highly organised, with a strong understanding of storytelling and on-set dynamics.

FILM & TELEVISION

- **PRODUCTION CO-ORDINATOR 2ND UNIT | WEDNESDAY S2 | NETFLIX**
 - Coordinated 2nd Unit across multiple simultaneous units (drone, stunt, splinter)
 - Supported the 2nd Unit Director in delivering both creative and logistical requirements across fast-paced shoot days
 - Managed and distributed complex, multi-unit call sheets daily
 - Produced daily, progress, wrap and loss & damage reports
 - Managed essential cross-department communication between Main Unit & 2nd Unit
 - Managed crew contracts, timesheets, and onboarding
 - Organised tech recce logistics, production meetings & transport
 - Oversaw equipment hire/returns and departmental requirements
 - Delivered risk assessments across departments
- **PRODUCTION MANAGER | AONTAS | FEATURE FILM | TG4 | BBC | ILBF**
- **DIRECTOR'S ASSISTANT | SCHOOL FOR GOOD & EVIL | DIR: PAUL FEIG**
- **DIRECTOR'S ASSISTANT | FARAWAY HOME | DIR: TERRY LOANE**
- **DIRECTOR'S ASSISTANT | THE LAST RIGHT | DIR: AOIFE CREHAN**
- **SELF-SHOOTING PRODUCER | CARL FRAMPTON: ON PROBATION | BBC**
- **PRODUCTION COORDINATOR | MASTERMIND | BBC**
- **PRODUCTION COORDINATOR | THE BLAME GAME | BBC**
- **ASSISTANT PRODUCTION COORD | DALGLIESH | CHANNEL 5**
- **ASSISTANT PRODUCTION COORD | THE BIGGEST WEEKEND | BBC**
- **PRODUCTION SECRETARY | FUNBOYS | BBC**
- **PRODUCTION ASSISTANT | THE ONE & ONLY IVAN | DISNEY**
- **PRODUCTION ASSISTANT | KRYPTON | SYFY**
- **PRODUCTION ASSISTANT | DEATH & NIGHTINGALES | IMAGINARIUM**

COMMERCIAL

- **PRODUCER | BRIGHTSPEED USA COMMERCIAL | \$1.2M BUDGET | SAID DIFFERENTLY | MARCH - JUNE 2023**
- **PRODUCER | TOURISM NI COMMERCIALS (X2) | BBDO | '22 & '23**
- **PRODUCTION MANAGER | MICROSOFT COMMERCIAL | HERITAGE**

MUSIC VIDEOS / SOCIAL MEDIA

- **PRODUCER / DIRECTOR** | ARBORIST - *FAT CALF* | MUSIC VIDEO
- **SELF SHOOTING PD** | *MADE UP IN BELFAST* | TIK TOK SERIES
- **PRODUCER** | PROMOTIONAL VIDEO | SAID DIFFERENTLY | ONLINE
- **PRODUCER** | LUCY BLUE | SONY RECORDS | X2 MUSIC VIDEOS
- **PRODUCER** | ARBORIST - *MATISSE* | EXTRA-NORMAL | MUSIC VIDEO

SHORT FILMS

- X15 FUNDED AS PRODUCER | DIRECTOR AND/OR WRITER

KEY SKILLS

- High-volume call sheet distribution across multi-unit shoots
- Crew onboarding, contracts & timesheet management
- Complex scheduling & logistics coordination
- Cross-department communication
- Budget tracking & cost reporting support
- International producing experience including travel & carnet logistics
- Coordinating multi-unit productions
- Supporting directors and producers across development, prep, and shoot
- Managing high-volume logistics, schedules, and production documentation
- Acting as a key communication bridge between creative and production teams
- Handling confidential information with discretion and professionalism
- Assisting senior creatives and on-screen talent
- Self-shooting competent; strong understanding of equipment when hiring
- Creating clear & concise workflows for each member of my production team

EDUCATION & TRAINING

- **1ST CLASS HONOURS | CINEMATIC ARTS BSC** | ULSTER UNIVERSITY
- **WFTV MENTEE 2023** | MENTOR: GURINDER CHADHA
- **BBC MENTORSHIP 2022** | KATHRYN FERGUSON (*NOTHING COMPARES*)
- **SHADOW DIRECTOR** | *NOVA JONES* | COLIN MCIVOR | 2022
- **NFTS NARRATIVE DIRECTING COURSE** | TOBY FELL-HOLDEN | 2022
- **BAFTA CREW DIRECTOR** | 2020 - 2024
- **SCREEN SKILLS TRAINEE** | *THE ONE & ONLY IVAN* | DISNEY
- **BFI FILM ACADEMY** | *FRENCH CRICKET* | SHORT FILM | NATIONAL FILM & TELEVISION SCHOOL | EDITOR

REFERENCES

STEPHEN AGNEW | DIRECTOR | LONDON | +44 752 7038379

LUCRETIA DEVLIN | LINE PRODUCER | BELFAST | +44 7708 347048