



Zareen Sheikh-Cope

CONTACT

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in Zareen Sheikh-Cope

KEY SKILLS

Production coordination & logistics

Call sheets, schedules & production documentation

Workflow & time management

Crew, contributor & stakeholder coordination

Location & travel coordination

Budget tracking & reporting

Research & development

SOFTWARE

Microsoft 365

Notion

Adobe Premier Pro

Vimeo

Teachable

Canva

PERSONAL SKILLS

Strong organisation

Clear communication

Problem-solving

Collaboration

Team building

ZAREEN SHEIKH-COPE

Production Coordinator/Producer

PERSONAL PROFILE

Wellington-based production coordinator with experience delivering independent documentary and video productions from development through to post-production and distribution.

Strong background in logistics, scheduling, documentation, and stakeholder coordination. Known for being organised, reliable and calm under pressure.

Available for production coordination, coordinator support and production assistant roles.

PRODUCTION EXPERIENCE

PRODUCTION COORDINATOR / PRODUCER

Hazardous Journey Productions Ltd | 2017 - present

- Coordination of end-to-end documentary and video productions
- Management of logistics including scheduling, locations, travel and contributors
- Creation and maintenance of production documents (call sheets, schedules, releases)
- Management of budgets and funding reporting
- Supporting post-production (editing, story, B-roll, delivery)

Projects include:

- Feature documentary (*Our Kids Online*, 2020)
- Feature documentary (*What Are We Missing: The Developing Brain*, in development)
- Educational video series (*The Informed & Empowered Programme*, 2021)
- Educational video series (*Parenting 101 in an Online World*, 2021)
- Funded short video series (*Talks That Matter*, 2025)

ADDITIONAL EXPERIENCE

Background in administration, project coordination, portfolio management and operational systems across government and private sector roles.