

HAZEL CHLOE MORRIS

PRODUCTION COORDINATOR & MANAGER

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Production professional with over a decade of experience delivering large-scale unscripted, studio, and location-based productions across the world. Experienced coordinating complex logistics, crew contracting, contributor management, organising travel and accommodation, scheduling, budgeting, and on-location operations.

I am a dedicated and diligent problem-solver, extremely organised and comfortable working in fast-changing environments. I remain calm under pressure and maintain positive working relationships with good communication.

On top of this I have a great sense of humour, passion for adventure and make a cracking cup of tea!

KEY SKILLS

- Production and Logistics Coordination
- Travel, Accommodation and Catering Organisation
- Crew and Contributor Rostering and Scheduling
- Budget Management, Forecasting and Cost Reporting
- Crew Booking, Contracting and Payroll
- Vendor and Supplier Liaison and Negotiation
- Call Sheets, Documentation and Tracking
- Team Support and Leadership
- High Volume, Time-Critical Operations
- Communication and Planning
- Compliance, OH&S and Risk Assessment
- Full Clean Drivers Licence with experience driving internationally, off road and large vehicles and vans.

EMPLOYMENT CREDITS

Senior Production Coordinator

February 2026 – March 2026

BBC Studios Australia | ABC USA - "Dancing with the Stars: The Next Pro Dancer" Series 1

- Coordinated the studio record days, ensuring smooth cross-departmental communication and delivery
- Managed hair and makeup schedules for talent and contestants, overseeing high-volume movements under tight deadlines
- Compiled and distributed detailed studio call sheets and supporting documentation
- Liaised with runners and assistants, and worked collaboratively with wider coordination team to manage production demands
- Maintained accurate contact databases and radio allocation tracking

Senior Production Coordinator

July 2025 – February 2026 / January 2025 – February 2025

ITV Studios Australia | ITV UK / RTL GERMANY

"I'm a Celebrity – Get Me out of Here!" Series 25

"Ich Bin Ein Star - Holt Mich Hier Raus!" Series 18 + Series 19

- Contracted all Australian crew and maintained the Master Crew Tracker
- Created, managed and updated the Master Crew Roster for 500+ national and international crew
- Liaised with departments including security, transport, and catering to manage daily onsite requirements
- Monitored crew hours, availability, and ongoing schedule changes
- Supported senior management and accounts with contract variations, cross-checks and payroll referencing
- Scheduled camera department and booked casual crew as required

Senior Production Coordinator

March 2025 – May 2025

Up and Away Films Entertainment | Channel 4 UK - "Perfect Pub Walks" Series 2

- Coordinated travel, accommodation, and catering for location shoots
- Produced call sheets and schedules
- Secured filming permits from landowners and governing bodies including National Trust, English Heritage and Local Councils
- Supported the team on location and during office operations
- Maintained communication with Talent, agents and suppliers

Production Manager

July 2024 – November 2024

Warner Brothers Australia | N10 / Paramount+ - "The Inspired Unemployed" Series 1

- Coordinated logistics for international shoots across six countries in 3 continents
- Managed the production team in booking travel and accommodation and producing country specific weekly call sheets
- Oversaw applications for visas and carnets
- Liaised with local fixers regarding permits, catering, transport and OH&S requirements
- Forecasted and reported costs, processed invoices and tracked expenditure
- Supported editorial requirements, creative decision making and facilitated production delivery

Production Manager

January 2024 – May 2024

Paramount | Paramount+ - "Aussie Shore" Series 1

- Crew booking, scheduling and rostering for 24-hour production coverage
- Supervised production team workload and daily task management
- Monitored and reported production expenditure including travel, accommodation, and supply budgets
- Supported cast welfare in collaboration with talent team
- Maintained OH&S and welfare standards on location

<u>Production Manager</u>	September 2023 – December 2023
Network 10 - “The Dog House Australia” Series 3	
<ul style="list-style-type: none"> ▪ Managed rig and shoot schedule planning ▪ Reviewed and approved call sheets ▪ Coordinated with crew, unit team, and AWL staff ▪ Rostering and monitoring crew hours and approved invoices/timesheets ▪ Prepared DPRs ▪ Ensured compliance with OH&S, WWC, and animal welfare regulations 	
<u>Production Manager</u>	February 2023 – July 2023
Eureka Productions FOX USA - “Stars on Mars” Series 1	
<ul style="list-style-type: none"> ▪ Contracted and processed payroll for crew and local hires ▪ Supervised travel, accommodation, and catering logistics ▪ Maintained trackers and reported costs to senior management ▪ Coordinated remote location shoots, managed crew rosters and team coordination ▪ Scheduled rushes delivery ▪ Liaised with wardrobe and talent teams regarding welfare standards and cast requirements 	
<u>Unit Logistics Manager</u>	November 2022 – February 2023
Eureka Productions N10 AUSTRALIA - “Million Dollar Island” Series 1	
<ul style="list-style-type: none"> ▪ Delivered logistics across remote island locations in Malaysia, transporting 300+ personnel daily ▪ Scheduled marine transfers and mainland movements including hotel and airport transfers ▪ Collaborated with marine crew and local teams ▪ Managed 24-hour operational movements 	
<u>Junior Production Manager</u>	February 2022 – October 2022
Production Group TVC and Digital Content	
Eureka Productions N10 AUSTRALIA / CBS USA - “The Real Love Boat” Series 1	
Eureka Productions N10 AUSTRALIA - “The Amazing Race” Series 3	
<ul style="list-style-type: none"> ▪ Coordinated international production logistics including across Europe, Middle East, South America and on a Cruise Ship ▪ Produced call sheets, schedules and supporting documentation ▪ Organised permits, carnets, crew movements, travel, accommodation, and catering ▪ Assisted in forecasting budgets, cost tracking and payment processing 	
<u>Production Coordinator</u>	2016 – 2022
Endemol Shine Australia Channel 9 AUSTRALIA - “Married at First Sight Australia” Series 8 and 9	
Screentime Australia Channel 7 AUSTRALIA - “SAS Australia” Series 2	
Raw TV National Geographic USA + UK - “Locked Up Abroad” Series 12 / Series 13	
Keshet Productions Ltd UK ITV 4 UK - “Speed Freaks” Series 1	
BBC Live Events BBC 1 UK - “Armistice 100: The Cenotaph” + “London’s New Year’s Eve Fireworks”	
Chump Productions Ltd UK Amazon Prime - “The Grand Tour” Series 2 and 3	
Lime Pictures E4 UK - “Celebs Go Dating” Series 3	
BBC Studios BBC 1 UK - “Top Gear” Series 2	
<ul style="list-style-type: none"> ▪ Coordinated multi-location shoots across the globe, managing schedule changes and tight deadlines ▪ Produced call sheets, schedules, onboarding, and post-production reporting ▪ Organised transport, accommodation, travel and catering for cast and crews ▪ Assisted with budget tracking, cost reporting and financial reconciliation. ▪ Worked within live operations, large-scale events, and high-risk environments ▪ Maintained strong communication to support creative objectives while ensuring efficient and compliant delivery 	
SYSTEMS AND PLATFORMS EXPERIENCE	
<ul style="list-style-type: none"> ▪ Contracting and Compliance Systems including Digital Forms, Martian Logic, Citrix and Serko ▪ Travel and Expenses Management including showgroup ▪ Budget Tracking and Finance Platforms including PMI, JP, EzyPO and Digital Paper Flow. ▪ Workforce and Scheduling Systems including self-built rosters and trackers 	
EDUCATION	
<ul style="list-style-type: none"> • BA (Hons) Degree in Stage Management and Technical Theatre. (2:1) 	
Guildhall Music and Drama, London. 2007-2010	
<ul style="list-style-type: none"> • BTEC in Stage Management and Technical Theatre: Triple Distinction. 	
Miskin Theatre at Northwest Kent College, Kent. 2005 – 2007	
REFERENCE: <i>available upon request</i>	