

JACOB BROOKES-CLAYTON

Manchester | 07351 990388 | jacobbc1993@gmail.com

PROFILE

Production coordinator with hands-on experience managing video and creative productions end-to-end, from brief and budget through shoot, post, and final delivery. At Tungsten Studio I was the sole operational lead across photography, film, branding, and national television productions, managing clients, crew, freelancers, schedules, and budgets simultaneously across multiple active projects. On *Wounds* I managed the full production lifecycle including post, hiring and coordinating editors, sound editors, and colourists, and contributing editing work myself. I have also worked as a freelance junior editor. In parallel, I spent five years running complex multi-scheme operations at iChoosr, coordinating overlapping project cycles across energy and solar programmes, managing internal teams and external partners, and keeping delivery on track. I work well in fast-moving environments where priorities shift and stakeholders are many..

EXPERIENCE

Studio Producer and Manager / Tungsten Studio *Feb 2018 to Mar 2020*

- Sole point of contact for all clients across photography, film, branding, and national television productions, managing relationships, briefs, and operational delivery end-to-end
- Reviewed all incoming briefs to assess scope, feasibility, and resource requirements before committing to schedules or budgets
- Challenged timelines or resourcing requests where not commercially viable, protecting production quality and team capacity
- Built and maintained a freelance talent pool ensuring rapid deployment of specialist crew at short notice
- Managed budgets, scheduling, crew coordination, and equipment sourcing simultaneously across all active productions
- Contributed to creative development in line with client briefs while maintaining operational oversight
- Played a lead role in workflow design and resource planning to sharpen production efficiency

Customer Service Lead / iChoosr *May 2020 to Sep 2025*

- Coordinated CS operations across multiple overlapping energy and solar schemes simultaneously, each with distinct timelines, stakeholder sets, and delivery requirements
- Used Trello and Jira to manage project workflows, track progress across workstreams, and maintain visibility for internal and external stakeholders
- Acted as primary liaison between internal teams, council partners, and external solar installation companies, managing communication, alignment, and delivery across multiple markets
- Designed and managed scheduling across an internal team and an external call centre, coordinating shared resource under competing demands
- Delivered monthly narrative-driven reports to business leadership, translating operational data into clear status updates and strategic recommendations
- Built escalation frameworks and operational fail-safes to manage high-volume periods and protect delivery continuity
- Promoted four times across five years, taking on increasing operational scope and stakeholder responsibility with each progression

Library Experience Coordinator / Manchester Metropolitan University *Sep 2025 to Present*

- Leading a cross-functional service improvement project, coordinating input across multiple internal departments and managing delivery against defined timelines
- Supporting external teams in the planning and execution of events and projects within the library space, acting as primary operational contact
- Managing escalated incidents and H&S compliance in a complex public-facing environment

CREATIVE WORK

Co-Writer / Producer / Director - Wounds

[TRAILER](#) / [SHOWREEL](#)

15k production funded by AFK (Amsterdam Funds for the Arts). Managed the full production lifecycle including pre-production, shoot, and post, across a 15-person cast and crew and 12 locations. In post, hired and coordinated editors, sound editors, and colourists, and contributed significant editing work directly. Delivered multiple cuts including long form and short versions.

Freelance Junior Editor

Brief period of freelance editorial work across video projects following production experience at Tungsten Studio.

Producer / Writer / Director - Caravan

Currently in pre-production. Partnership secured with Aperture through pitch documents and project development writing.

Artist in Residence / WOW Arts, Amsterdam — *Five year residency*

Residency within a 40-strong multi-disciplinary artist community. Produced video, film, and creative writing work, and collaborated across disciplines on exhibitions and shared productions.

SKILLS

Project Coordination and Scheduling | Budget Management | Production Operations | Post-Production Pipeline Coordination | Stakeholder and Vendor Management | Brief Interpretation and Scoping | Freelance Talent Management | Cross-Functional Collaboration | Resource Planning | Workflow Design |

Tools

Trello | Jira | DaVinci Resolve | Microsoft Office | Figma

LANGUAGES

English (native) | Spanish (advanced) | Dutch (A2/B1)

EDUCATION

BA Film and Media Studies / Manchester Metropolitan University