SHARE MY TELLY JOB: Case Study

Kate Hicks and Claire Lawrence
Job-sharing Production Coordinators Undercover Boss

"Having had a positive experience with job shares in the edit on other series, we were keen to explore a coordinator job share and this was the perfect role as it was office rather than location based. Claire and Kate worked seamlessly together, keeping each other copied in to correspondence with the edit team and handing over to each other, keeping the PM across everything as well. They are motivated to making the job share work, and have been a joy to have in the office. We would love to work with them again, and will definitely consider a coordinator job share on other productions" Hannah Wythe, Production Executive Studio Lambert

Structure of work week

This role is ongoing and has been for the last 6 months. We finish in the middle of Jan.

Mon, Tue and Wed: Kate
Thurs and Friday: Claire

We have both been put on separate contracts for the hours we individually work

We have been paid individually via payroll at the end of each month

Why was the Job-share successful?

1) We are very like minded people, meaning it has been really easy to handover to each other each week.
2) We both work efficiently and work hard to ensure the workload is equal.
3) We have been flexible and available for one another on our days off to help with support one another.
4) We make sure we are up to date with emails/conversations on our days off meaning that we are completely up to speed with everything that has happened. This show is fast paced with lots of changes so it is really important that we keep ourselves up to date even on our days off.
5) There have been times when we have been able to work things out between one another without having to speak to someone else within the team
6) The flexibility to work and spend precious time with our children has meant the world to both of us. It has allowed us to enjoy the balance and not feel resentful while at work, meaning we have worked to our full potential.