

Martine Dartnell

Production Co-ordinator ♦ Researcher ♦ Art Department Co-ordinator

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Working with Children ID: 0144288A-01

KEY SKILLS & KNOWLEDGE

- ♦ Excellent management of film shoot logistics - assembling crews, booking equipment hires and freight, negotiating with cast agents as well as preparing and issuing call sheets.
- ♦ Capable of making complicated local and international travel arrangements; booking flights and accommodation as well as preparing travel itineraries/movement orders.
- ♦ Able to prepare comprehensive research briefs, production schedules, DPRs, studio rundowns and post production scripts.
- ♦ Substantial knowledge of financial requirements for film and television – experience with preparing cost projections and reports, credit card and petty cash reconciliations, raising purchase orders, processing invoices and generally tracking expenditure across a production department.
- ♦ Able to source props, set dressings, artworks, logos and commercial products for use in film and television.
- ♦ Knowledge of television studio requirements.
- ♦ Proven research ability with excellent analytical skills - able to canvass a broad range of sources for story ideas, and to conduct telephone interviews to determine content of potential stories.
- ♦ Experience in stock footage research and negotiating with footage libraries on licensing fees and terms.
- ♦ Advanced working knowledge of common office computer packages such as Excel, Word and proficient on both Mac and PC. Typing speed of approximately 70 wpm.

FILM & TELEVISION CREDITS

June - Sept 2017	<i>Wolf Creek</i> (Series 2) Art Dept. Co-ordinator	Produced by Screentime/STAN Production Designer: Robert Webb
May 2017	<i>Sammy J's Democratic Party</i> Production Manager	Produced by Buxstock Entertainment for ABC TV Producers: Chris McDonald & Michelle Buxton
Jan-March 2017	<i>Ronny Chieng: International Student</i> Art Dept. Co-ordinator	Produced by Sticky Pictures for ABC TV Production Designer: Emma Fletcher
July-Sept 2016	<i>Trip For Biscuits</i> Production Co-ordinator	Produced by Robot Panther for ABC Me Producer: Timothy Powell
May-July 2016	<i>Hyde & Seek</i> (Block 4) Production Co-ordinator	Produced by Matchbox Pictures for Channel 9 Line Producer: Michelle Russell
Feb - May 2016	<i>You're Skitting Me</i> - Series 3 Script Co-ordinator	Produced by Cordell Jigsaw Zapruder for ABC 3 Producers: Naomi Mulholland & Mark O'Toole
Nov 2015	<i>Ronny Chieng: International Student</i> Production Co-ordinator	Produced by Sticky Pictures for ABC TV Line Producer: Naomi Just
July - Nov 2015	<i>Tomorrow When The War Began</i> Accounts Assistant	Produced by Ambience Entertainment for ABC3 Producers: Tony Winley & Michael Boughen
Feb/Mar 2015	<i>Scare Campaign</i> (feature) Prod. Co-ordinator/2nd AD	Produced by Scare Campaign Films Producer: Julie Ryan
Oct - Dec 2014	<i>Sammy J & Randy in Ricketts Lane</i> Production Co-ordinator	Produced by Sticky Pictures for ABC TV Line Producer: Naomi Just

Jan 2012 - Dec 2013	<i>Neighbours</i> Art Department Co-ordinator	Produced by Fremantle Media for Channel 11 Production Designer: Peta Lawson
Sept/Oct 2011	<i>Neighbours</i> (Port Douglas shoot) Travel/Production Co-ordinator	Produced by Fremantle Media for Channel 11 Production Manager: Naomi Cleaver
June 2011	<i>The Killer Elite</i> (pickup shoot) Production Co-ordinator	Produced by Ambience Entertainment Producer: Tony Winley
July - Sept 2009	<i>Frank & Jerry</i> (low budget feature) Production Manager	Produced by Pure Pictures Producer: Jasmin Tarasin
Jan - Nov 2008	<i>Gardening Australia - Series 19</i> Researcher	Produced & broadcast by ABC TV in 2008 Prod. Manager: Miranda Howlett
Aug - Dec 2007	<i>Gardening Australia - Series 18</i> Production Co-ordinator	Produced & broadcast by ABC TV in 2007 Prod. Manager: Susie Elford
May - July 2007	<i>Prey</i> Production Co-ordinator	Produced by Top Cat Films Line Prod/s: Jan Bladier & David Lee
March - Nov 2006	<i>The Choice</i> Documentary Production Manager	Produced by Parham Media for SBS. Director/Producer: Don Parham
Aug 2004 - Oct 2005	<i>Riot or Revolution</i> (docu/drama) Documentary Production Manager	Produced by Parham Media for ABC TV. Director/Producer: Don Parham

SELECTED TVC CREDITS

June 2014	<i>Jeep - "Show & Tell" & "Backyard Cricket"</i> Production Co-ordinator	Produced by NiceBike Producer: Elizabeth Rocka
April 2014	<i>Mercedes C Class - "Blue Moon"</i> Production Assistant	Produced by Fixed Productions Producer: Kate Merrin
April 2014	<i>Radiant</i> Production Co-ordinator	Produced by Exit Films Production Manager: John Sandow
March 2014	<i>RSL - ANZAC Appeal 2014</i> Production Assistant	Produced by Exit Films Production Manager: Kate Merrin
February 2014	<i>Bonds - "Pit Stains" & "Butt Crack"</i> Production Co-ordinator	Produced by Curious Films Production Manager: Samantha Kelly.

ADDITIONAL EMPLOYMENT HISTORY

Sept 2009 - Oct 2010 **Kaleidio (multimedia producers)**

& March - May 2011

Researcher/Production Co-ordinator

Part time role that has involved archive research for a number of multimedia projects including corporate videos for clients such as Siemens, and exhibition videos for the National Sports Museum, as well as compiling all of the appropriate paperwork for delivery.

May 2003 - May 2006

Music Arts Dance Films

Production/Administration Manager

Ongoing part-time role that covered a diverse range of responsibilities including managing of Melbourne office whilst cast and crew were on location for *The Widower*, travel fixing, accounts payable, and co-ordinating the submission of completed films into film festivals worldwide.

July - Nov 2002

British Film Institute (London)

Assistant to Director of Planning & Resources/Director of Development & Communications

Managed daily diary of busy Planning & Resources Director and arranged meetings for Planning & Resources department with staff, external contacts and British Film Institute governors.

Oct 2000-March 2002 ABC TV Publicity

Publicity Co-ordinator (Victoria)

Compiled and distributed ABC TV Victoria's weekly Program Guide for Melbourne and regional Victoria's media. Sourced program information for journalists, colleagues and viewers within a small turnaround time.

April 1999 - Aug 2000 ABC TV Documentary & Features

Program Assistant

Provided general office support to production unit and Executive Producer, during the production of *Race Around Oz* and *Nurses* and the development of various pilots.

TERTIARY EDUCATION

1994 - 1996	Bachelor of Arts Degree Major: Media Studies/Sub Major: Literature	Deakin University
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PROFESSIONAL TRAINING

March 2010	<i>Production Budgeting & Accounting</i>	AFTRS
February 2005	<i>Budgeting The Short</i>	AFTRS
August 2002	<i>Assistant Director 1, 2, 3</i>	Raindance Film Training (London)

REFEREES

Naomi Just	Line Producer	<i>Sammy J & Randy in Ricketts Lane and Ronny Chieng: International Student</i>
Peta Lawson	Production Designer	<i>Neighbours</i>
Naomi Cleaver	Production Manager	<i>Neighbours - Port Douglas Shoot</i>

*Referees' contact details available upon request.