

Martine Dartnell

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

Mob: 0416 326 204 E: martine.dartnell@icloud.com

Agent: Freelancers Promotions Ph: (03) 9682 2722

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.
- ♦ Extensive experience with securing clearances for product placements, graphics and artworks for use in film and television.
- ♦ 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.
- ♦ Proficient in Microsoft Office suite on both Mac and PC.

FILM & TELEVISION CREDITS

Jan - March 2023	<i>My Melbourne</i> short films: <i>Kanjevaram</i> & <i>Into the Spotlight</i> Production Manager	Produced by Mind Blowing Films Producers: Mitu Bhowmick & Leanne Tonkes
June - Sept 2022	<i>Turn Up The Volume</i> Art Department Co-ordinator	Produced by Matchbox Pictures for ABCME Production Designer: Ben Bangay
Nov '21-Mar 2022	<i>Bad Behaviour</i> Art Department Co-ordinator	Produced by Matchbox Pictures for STAN Production Designer: Ben Bangay
July - Sept 2021	<i>The Endangered Generation?</i> Documentary Production Manager (Melb)	Documentary produced by Sweetshop & Green / Monash University. Line Producer: Antje Kulpe
Oct - Nov 2020	<i>Superwog</i> (Series 2) Production Co-ordinator	Produced by Princess Pictures for ABC TV Producer: Antje Kulpe
Feb/March 2020 & Jan 2021	<i>With Intent</i> Art Dept. Co-ordinator	Produced by Fremantle for Ch 5 (UK) & Ch 10. Production Designer: Penny Southgate
Feb - May 2019	<i>My Life Is Murder</i> Art Dept. Co-ordinator (job share)	Produced by CJZ for Channel 10 Production Designer: Paddy Reardon
May - August 2018	<i>How To Stay Married</i> (Series 1) Art Dept. Co-ordinator	Produced by Princess Pictures for Channel 10 Production Designer: Penny Southgate
Nov 2017 - April 2018	<i>Nowhere Boys</i> (Series 4) Art Dept. Co-ordinator	Produced by Matchbox Pictures for ABC ME Production Designer: Simon McCutcheon
June - August 2017	<i>Wolf Creek</i> (Series 2) Art Dept. Co-ordinator	Produced by Screentime for STAN Production Designer: Robert Webb
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 (Pilot)</i> Production Co-ordinator	Produced by Sticky Pictures for ABC TV Line Producer: Naomi Just
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
Jan - Nov 2008	<i>Gardening Australia</i> (Series 19) Researcher	Produced & broadcast by ABC TV in 2008 Prod. Manager: Miranda Howlett
Aug - Dec 2007	<i>Gardening Australia</i> (Series 18) Production Co-ordinator	Produced & broadcast by ABC TV in 2007 Prod. Manager: Susie Elford

SELECTED TVC CREDITS

April 2021	<i>Google - "Near Me"</i> Production Co-ordinator	Produced by Division Production Manager: Fiona Herman
June 2014	<i>Jeep - "Show & Tell" & "Backyard Cricket"</i> Production Co-ordinator	Produced by NiceBike Producer: Elizabeth Rocka
April 2014	<i>Radiant</i> Production Co-ordinator	Produced by Exit Films Production Manager: John Sandow
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
& March - May 2011** **Kaleidio (multimedia producers)**

Researcher/Production Co-ordinator

Part time role that 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.

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' contact details available upon request.