

# Rachel Forbes - CV - 2017

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## Feature Film & TV Series Credits

### Production Manager

April 2017 - August 2017

### Sibling Rivalry

Feature Film

Producer: Jason Byrne

Line Producer: Darren McFarlane

Guilty

### Production Coordinator

Feb 2017 - April 2017

### The EX PM Series 2

TV Series - ABC

PM: Jeff Shenker

CJZ

### Offset 3rd AD

July 2016 - October 2016

### Thor: Ragnarok

Feature Film

Key 2nd AD: Dan John

Creature Report

### Assistant Coordinator

March 2016 - July 2016

### Offspring Series 6

Network 10

Line Producer: Ross Allsop

EndemolShine Australia

### Production Coordinator

October 2015 - November 2015

### Tomorrow When

### When The War Began

TV Series - ABC/ABC3

Production Manager: Sam Thompson

Skagos Series 1

### Assistant Coordinator/ Travel Coordinator

July 2015 - October 2015

### Tomorrow When

### When The War Began

TV Series - ABC/ABC3

Production Manager: Sam Thompson

Skagos Series 1

### Production Secretary

March 2015 - May 2015

### Lion

Feature Film

Line Producer: Libby Sharpe

Long Way Home Productions

### Base PA (2nd Unit)

January 2015 - March 2015

### Childhood's End

Mini-Series - NBC

Key 2nd AD: Sammi McGrady

HayPop Pty Ltd

### Production Assistant

August 2014 - September 2014

### It's a Date S2

TV Series - ABC

Production Manager: Shannon Phelps

Princess Pictures

### Associate Producer

March 2014 - June 2014

### Food Bowl

TV Series - ABC

Executive Producer: Ross Close

The FAD Group

### Associate Producer

August 2013 - March 2015

### Fashion Asia

TV Series - ABC

Executive Producer: Ross Close

The FAD Group

### Contestant Chaperone

June 2014

### Masterchef S5

TV Series - Network 10

Production Manager: Tim Pyke

Shine Australia

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## TVC Highlights

### Production Manager

November 2017

**Cadbury  
Countlines**  
Online Videos

Producer: Julian Costanzo  
Positive Ape  
Client: Cadbury

### Production Manager

December 2016

**Rebel Sport AFL  
Women's Campaign**  
TVC

Producer: Marteen Burger  
Bastion Stadium  
Client: Rebel Sport

### Production Manager

January 2016

**Arnold, Thomas and  
Becker**  
TVC

Producer: Fiona McGregor  
Loud Films  
Client: Arnold, Thomas and Becker

### Production Coordinator

January 2016

**Australian Unity**  
TVC

Production Manager: Sam Kelly  
Finch Company  
Client: Australian Unity

### Production Coordinator

December 2015

**Swisse Campaign**  
TVC

Line Producer: Holli Massey  
Cognition  
Client: Swisse

### Production Coordinator

March 2015

**Standard Chartered  
Bank TVC**  
TVC

Line Producer: Holli Massey  
Transmission Pictures  
Client: Standard Charter Bank, Singapore

### Production Coordinator

October 2014 - November 2014

**Ford Falcon Launch**  
Corporate Video

Executive Producer: Holli Massey  
Imagination  
Client: Ford Australia

### Production Coordinator

October 2014

**Ford Everest Reveal**  
TVC/Event video

Executive Producer: Holli Massey  
Imagination  
Client: Ford Australia

### Production Coordinator

July 2014 - August 2014

**Myanmar Relations**  
Online series

Executive Producer: Ross Close  
The FAD Group  
Client: DFAT

### Production Coordinator

March 2013 - November 2013

**Gold Coast Cultural  
Precinct Design Competition**  
Online video

Executive Producer: Ross Close  
The FAD Group  
Client: Gold Coast City Council

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## Employment History

### Freelance Production Coordinator/On-Set PA/Producer's Assistant

December 2014 - Current

Duties:

- Coordinating crew and cast with agents
- Booking and arranging any travel needed for production
- Hiring and ordering necessary gear
- Drafting and finalising call sheets
- Keeping track of budgets
- Writing Daily Production Reports
- Managing PA and runners

## Employment History (Con't)

### Junior Producer

#### **Imagination**

*September 2014 - December 2014*

- Duties:
- Organising crew for shoots
  - Hiring and ordering necessary gear
  - Drafting and finalising call sheets
  - Coordinating any location needs
  - Working with agency to achieve final outcome
  - Keeping track of budgets
  - On set production coordinating
  - Managing post schedule

### Junior Producer/Field Producer/Editor

#### **The FAD Group**

*May 2013 - August 2014*

- Duties:
- Casting assistance of hosts for new shows
  - Booking and arranging all travel needed for production
  - Hiring and ordering necessary gear
  - Drafting and finalising schedules and interviews
  - Organising all visa's and work permits
  - Keeping track of budgets
  - On set production coordinating
  - on set direction on stand ups
  - Managing post schedule
  - Editing segments when needed

### Jnr Producer/Video Editor

#### **Authentic Entertainment**

*November 2009 - March 2013*

- Duties:
- Assisting the producer with any high level production
  - Coordinating crew for external shoots
  - Managing in house studio and crew
  - Coordinating filmed music events
  - Working with clients to achieve final outcome on videos
  - Editing and filming interviews and acoustic performances
  - Editing and filming sales reels for various clients
  - Editing and filming events
  - Managing and organising the in house video library
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## Education

**Swinburne University of  
Technology TAFE**

**Advanced Diploma of Screen**

*January 2008 - November 2009*

Graduated with winning film in final screening

**AFTRS**

**Writing a Screen Proposal**

*2011*

*Short Course*

**VCA**

**Puberty Blues Master Class**

*2012*

*Short Course*

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## Skills/Equipment

Adobe Suite            **Strong**

Microsoft Office       **Strong**

Macbook Pro and Printer Kit

Full Victorian Drivers License with own car

Australian and American passport

Working with Children Check

- Great time management skills
- Very organised with great admin skills
- Knowledge of international visas and work permits
- Can use chopsticks
- Experienced in travel coordination

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## References

**Hannah Andrews**

*Production Co-ordinator*

**Fiona McGregor**

*Producer*

**Sammi McGrady**

*2nd AD*