

Rachel Forbes - CV - 2019

M 0400 636 156

E rforbes8@gmail.com

Booking Agent Freelancers Promotions 03 9682 2722

Feature Film & TV Series Credits

Production Manager <i>June 2019 - July 2019</i>	Metro Sexual <i>TV Series - Channel 9</i>	Producer: Darren McFarlane, Riley Nottingham <i>HumDrum Comedy Pty Ltd</i>
Production Coordinator <i>January 2019 - April 2019</i>	ITCH <i>TV Series - ABC</i>	Producer: Amanda Morrison, Tana Chambers Line Producer: Peter Muston <i>Komixx Itch Pty Ltd</i>
Production Coordinator <i>August 2018 - December 2018</i>	The InBESTigators <i>TV Series - ABC/Netflix</i>	Producer: Wayne Hope, Robyn Butler Line Producer: Peter Muston <i>Grsitmill SPV</i>
Production Coordinator <i>June 2018 - August 2018</i>	Superwog Series 1 <i>TV Series - ABC</i>	Producer: Paul Walton PM: Darren McFarlane <i>Princess Pictures</i>
Production Coordinator <i>March 2018 - June 2018</i>	Angel of Mine <i>Feature Film</i>	Producer: Su Armstrong Line Producer: Jane Lindsay <i>Sixty Four Sixty</i>
Production Manager <i>April 2017 - August 2017</i>	Sibling Rivalry <i>Feature Film</i>	Producer: Jason Byrne Line Producer: Darren McFarlane <i>Guilty</i>
Production Coordinator <i>Feb 2017 - April 2017</i>	The EX PM Series 2 <i>TV Series - ABC</i>	PM: Jeff Shenker <i>CJZ</i>
Offset 3rd AD <i>July 2016 - October 2016</i>	Thor: Ragnarok <i>Feature Film</i>	Key 2nd AD: Dan John <i>Creature Report</i>
Assistant Coordinator <i>March 2016 - July 2016</i>	Offspring Series 6 <i>Network 10</i>	Line Producer: Ross Allsop <i>EndemolShine Australia</i>
Production Coordinator <i>October 2015 - November 2015</i>	Tomorrow When When The War Began <i>TV Series - ABC/ABC3</i>	Production Manager: Sam Thompson <i>Skagos Series 1</i>
Assistant Coordinator/ Travel Coordinator <i>July 2015 - October 2015</i>	Tomorrow When When The War Began <i>TV Series - ABC/ABC3</i>	Production Manager: Sam Thompson <i>Skagos Series 1</i>
Production Secretary <i>March 2015 - May 2015</i>	Lion <i>Feature Film</i>	Line Producer: Libby Sharpe <i>Long Way Home Productions</i>
Base PA (2nd Unit) <i>January 2015 - March 2015</i>	Childhood's End <i>Mini-Series - NBC</i>	Key 2nd AD: Sammi McGrady <i>HayPop Pty Ltd</i>
Production Assistant <i>August 2014 - September 2014</i>	It's a Date S2 <i>TV Series - ABC</i>	Production Manager: Shannon Phelps <i>Princess Pictures</i>
Associate Producer <i>March 2014 - June 2014</i>	Food Bowl <i>TV Series - ABC</i>	Executive Producer: Ross Close <i>The FAD Group</i>
Associate Producer <i>August 2013 - March 2015</i>	Fashion Asia <i>TV Series - ABC</i>	Executive Producer: Ross Close <i>The FAD Group</i>

TVC/Corporate Highlights

Production Manager <i>February 2019</i>	Kia Cerato Global Campaign <i>Kia</i>	Producer: Kris KIM <i>Itchy and Scratch Pictures</i> Client: Lexus
Production Manager <i>January 2018</i>	Lexus Melbourne Cup Commercial <i>TVC - Event Video</i>	Producer: Nigel Camilleri <i>Safari</i> Client: Lexus
Production Manager <i>November 2017</i>	Cadbury Countlines <i>Online Videos</i>	Producer: Julian Costanzo <i>Positive Ape</i> Client: Cadbury
Production Manager <i>December 2016</i>	Rebel Sport AFL Women's Campaign <i>TVC</i>	Producer: Marteen Burger <i>Bastion Stadium</i> Client: Rebel Sport
Production Manager <i>January 2016</i>	Arnold, Thomas and Becker <i>TVC</i>	Producer: Fiona McGregor <i>Loud Films</i> Client: Arnold, Thomas and Becker
Production Coordinator <i>January 2016</i>	Australian Unity <i>TVC</i>	Production Manager: Sam Kelly <i>Finch Company</i> Client: Australian Unity
Production Coordinator <i>December 2015</i>	Swisse Campaign <i>TVC</i>	Line Producer: Holli Massey <i>Cognition</i> Client: Swisse
Production Coordinator <i>March 2015</i>	Standard Chartered Bank TVC <i>TVC</i>	Line Producer: Holli Massey <i>Transmission Pictures</i> Client: Standard Charter Bank, Singapore
Production Coordinator <i>October 2014 - November 2014</i>	Ford Falcon Launch <i>Corporate Video</i>	Executive Producer: Holli Massey <i>Imagination</i> Client: Ford Australia
Production Coordinator <i>October 2014</i>	Ford Everest Reveal <i>TVC/Event video</i>	Executive Producer: Holli Massey <i>Imagination</i> Client: Ford Australia
Production Coordinator <i>July 2014 - August 2014</i>	Myanmar Relations <i>Online series</i>	Executive Producer: Ross Close <i>The FAD Group</i> Client: DFAT
Production Coordinator <i>March 2013 - November 2013</i>	Gold Coast Cultural Precinct Design Competition <i>Online video</i>	Executive Producer: Ross Close <i>The FAD Group</i> Client: Gold Coast City Council

Employment History

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

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

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
- Experienced in travel coordination

References

Peter Muston

Line Producer

0418 731 517

Jane Lindsay

Line Producer

0437 438 206

Hannah Andrews

Production Co-ordinator

0435 817 783