

# Rachel Forbes - CV - 2020

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## Feature Film & TV Series Credits

<b>Production Manager</b> <i>August 2020 - December 2020</i>	<b>ITCH Series 2</b> <i>TV Series - ABC</i>	Producer: Amanda Morrison Line Producer: Peter Muston <i>Itch 2 Pty Ltd</i>
<b>Production Manager</b> <i>June 2019 - July 2019</i>	<b>Metro Sexual</b> <i>TV Series - Channel 9</i>	Producer: Darren McFarlane, Riley Nottingham <i>HumDrum Comedy Pty Ltd</i>
<b>Production Manager</b> <i>April 2017 - August 2017</i>	<b>Sibling Rivalry</b> <i>Feature Film</i>	Producer: Jason Byrne Line Producer: Darren McFarlane <i>Guilty</i>
<b>Production Coordinator</b> <i>Nov 2019 - Feb 2020</i>	<b>Limitless</b> <i>TV Series - National Geo</i>	Producer: Greg Vince Production Manager: Alison Kenter <i>Nutopia</i>
<b>Production Coordinator</b> <i>August 2019 - Nov 2019</i>	<b>Informer 3838</b> <i>TV Series - Channel 9</i>	Producer: Kerrie Mainwaring, Anna Molyneaux Line Producer: Biatta Czerkies <i>3838 Pty Ltd</i>
<b>Production Coordinator</b> <i>January 2019 - April 2019</i>	<b>ITCH</b> <i>TV Series - ABC</i>	Producer: Amanda Morrison, Tana Chambers Line Producer: Peter Muston <i>Komixx Itch Pty Ltd</i>
<b>Production Coordinator</b> <i>August 2018 - December 2018</i>	<b>The InBESTigators</b> <i>TV Series - ABC/Netflix</i>	Producer: Wayne Hope, Robyn Butler Line Producer: Peter Muston <i>Grsitmill SPV</i>
<b>Production Coordinator</b> <i>June 2018 - August 2018</i>	<b>Superwog Series 1</b> <i>TV Series - ABC</i>	Producer: Paul Walton PM: Darren McFarlane <i>Princess Pictures</i>
<b>Production Coordinator</b> <i>March 2018 - June 2018</i>	<b>Angel of Mine</b> <i>Feature Film</i>	Producer: Su Armstrong Line Producer: Jane Lindsay <i>Sixty Four Sixty</i>
<b>Production Coordinator</b> <i>Feb 2017 - April 2017</i>	<b>The EX PM Series 2</b> <i>TV Series - ABC</i>	PM: Jeff Shenker <i>CJZ</i>
<b>Offset 3rd AD</b> <i>July 2016 - October 2016</i>	<b>Thor: Ragnarok</b> <i>Feature Film</i>	Key 2nd AD: Dan John <i>Creature Report</i>
<b>Assistant Coordinator</b> <i>March 2016 - July 2016</i>	<b>Offspring Series 6</b> <i>Network 10</i>	Line Producer: Ross Allsop <i>EndemolShine Australia</i>
<b>Production Coordinator</b> <i>October 2015 - November 2015</i>	<b>Tomorrow When When The War Began</b> <i>TV Series - ABC/ABC3</i>	Production Manager: Sam Thompson <i>Skagos Series 1</i>
<b>Assistant Coordinator/ Travel Coordinator</b> <i>July 2015 - October 2015</i>	<b>Tomorrow When When The War Began</b> <i>TV Series - ABC/ABC3</i>	Production Manager: Sam Thompson <i>Skagos Series 1</i>
<b>Production Secretary</b> <i>March 2015 - May 2015</i>	<b>Lion</b> <i>Feature Film</i>	Line Producer: Libby Sharpe <i>Long Way Home Productions</i>
<b>Field Producer</b> <i>March 2014 - June 2014</i>	<b>Food Bowl</b> <i>TV Series - ABC</i>	Executive Producer: Ross Close <i>The FAD Group</i>
<b>Field Producer</b> <i>August 2013 - March 2015</i>	<b>Fashion Asia</b> <i>TV Series - ABC</i>	Executive Producer: Ross Close <i>The FAD Group</i>

## TVC/Corporate Highlights

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

## Employment History

### **Freelance Production Manager/Production Co-ordinator**

*January 2015 - Current*

- Duties:
- Day to day logistics of film shoot
  - Managing an office team and delegating tasks
  - Booking equipment and personal required for shoots
  - Travel bookings/Visa requirements
  - Budget monitoring and updates
  - liaising with Actors/Agents for shoots
  - Liaising with onset crew to troubleshoot any issues

### **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