

# RACHEL CHAKMAN

**Production Coordinator**

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## PRODUCTION CREDITS

**Production Coordinator**

February – July 2019

SECRET BRIDESMAIDS' BUSINESS

*Television Series*

*Seven Studios*

Executive Producer: MaryAnne Carroll

Series Producer: Amanda Crittendon

Line Producer: Juanita Stroh

**Production Coordinator**

July – October 2018

**Production Manager (2nd Unit)**

November – December 2018

THE VERY EXCELLENT MR. DUNDEE!

*Feature Film*

*Clock Sounds Productions SPV*

Producers: Dean Murphy, Nigel Odell

Line Producer: Michelle Russell

**Assistant Production Coordinator**

February – June 2018

JUDY & PUNCH

*Feature Film*

*Seaside Productions*

Producers: Michele Bennett, Nash Edgerton

Line Producer: Michelle Russell

**Production Secretary**

October 2017 – January 2018

JACK IRISH SERIES 2

*Television Series*

*Easy Tiger*

Line Producer: Yvonne Collins

Production Manager: Jane Sullivan

Production Coordinator: Serena Gattuso

**Production Secretary**

July – September 2017

UNDERBELLY FILES: CHOPPER

*Television Series*

*Screentime*

Line Producer: Anna Molyneaux

Production Coordinator: Hannah Andrews

**Production Secretary**

March – June 2017

GET KRACK!N

*Television Series*

*Guesswork Productions*

Line Producer: Sue Evans

Production Coordinator: Bina Pallot

**Production Secretary**

November 2016 – February 2017

STEM (UPGRADE)

*Feature Film*

*Goalpost Pictures*

Line Producer: Michelle Russell

Production Coordinator: Mim Davis

**Production Secretary**

August – November 2016

NEWTON'S LAW

*Television Series*

*Every Cloud Productions*

Co-Producer: Anna Molyneaux

Production Manager: Jane Sullivan

Production Coordinator: Mim Davis

**Production Secretary**

April – July 2016

NOWHERE BOYS SERIES 3

*Television Series*

*Matchbox Pictures*

Line Producer: James Grandison

Production Coordinator: Serena Gattuso

**Producer's Assistant & Script Coordinator**

June – December 2015

HUNTERS

*US Television Series*

*Matchbox UCP Productions*

Assistant to: Gale Anne Hurd

Line Producer: Brad Van Arragon

Unit Production Manager: James Grandison

**Extras Casting Assistant**

March – April 2015

HOUSE HUSBANDS SERIES 4

*Television Series*

*Playmaker Media*

Extras Casting: Gabrielle Healy

**Extras Casting Assistant**

November 2014 – March 2015

CHILDHOOD'S END

*US Television Miniseries*

*HayPop*

Extras Casting: Gabrielle Healy

Production Coordinator: Chrissy Rosman

**Producer's Assistant**

April 2013 – June 2013

THE MULE

*Feature Film*

*The Mule Productions*

Producers: Angus Sampson, Jane Liscombe

Line Producer: Michelle Russell

Assistant Production Manager: Antje Kulpe

<b>Production Assistant</b> June 2011	MIFF "POTATO PEELERS" TVC	<i>Clemenger BBDO</i>
<b>Production Assistant</b> June 2011	MIFF "THE MESSAGE" TVC	<i>Clemenger BBDO</i>
<b>Production Assistant</b> June 2011	MIFF "CHOC TOP Vs POPCORN" TVC	<i>Badger Ogilvy</i>
<b>Trainee Storyliner</b> June – September 2008	NEIGHBOURS <i>Television Series</i>	<i>FremantleMedia Australia</i> Executive Producer: Susan Bower
<b>Production Assistant</b> March – May 2008	NEIGHBOURS <i>Television Series</i>	<i>FremantleMedia Australia</i> Executive Producer: Susan Bower

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## OTHER EMPLOYMENT

**Assistant** STACEY TESTRO INTERNATIONAL August 2013 – September 2019

Stacey Testro International manages a range of talent and literary clients on an international scale.

*Key responsibilities:* cast scouting, invoicing, development of office procedures, talent and heads of department submissions, industry research and production tracking.

**Production Assistant** BOWER BIRD PRODUCTIONS August 2013 – January 2014

Bower Bird Productions is an Australian production company established by writer and producer Susan Bower.

*Key responsibilities:* research, cast scouting, development of reference material, pitch documents, office administration.

**Freelance Publicist** LIMELIGHT PR / ASHA HOLMES PUBLICITY 2010-2012

Asher Holmes was a principal of Limelight PR which has now merged with Asha Holmes Publicity. The company specialises in public relations in arts, culture and entertainment.

*Key responsibilities:* assisting with the staging of events and implementing PR campaigns for films, exhibitions, media launches and comedy shows.

**Marketing Executive** MELBOURNE INTERNATIONAL COMEDY FESTIVAL January – May 2012

The Melbourne International Comedy Festival is one of the three largest comedy festivals in the world and Australia's largest cultural event.

*Key Responsibilities:* implementing the marketing and advertising schedule, including the production and distribution of collateral and design of national advertising. Management of the registration site of international artists.

**Marketing, Membership & Sponsorship** MELBOURNE INTERNATIONAL FILM FESTIVAL March 2010 – September 2011

The Melbourne International Film Festival is an annual event, presenting an acclaimed screening program alongside industry and celebratory events.

*Key responsibilities:* management of the membership program. Development and production of all festival marketing collateral including targeted niche marketing, website and festival phone App. Negotiation and management of contracts and events for sponsors. Management of interns and volunteers and assisting in management of Opening Night Gala and other events.

## SKILLS

DRIVING SKILLS:	Full Victorian Drivers License Automatic / Manual Transmission capable Motorcycle License	
COMPUTER SKILLS:	Microsoft Office Applications Final Draft Adobe Acrobat File Maker Adobe Design Suite (Photoshop etc)	Advanced Intermediate Intermediate Intermediate Beginner
CHILD EMPLOYMENT:	Working with children check Extensive experience in Child Employment applications and permits Chaperone experience	

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## QUALIFICATIONS

Diploma of Business [Marketing]	Swinburne University, Melbourne
Diploma Business/Public Relations [completed yr 1]	RMIT University, Melbourne
Victorian Certificate of Education	Methodist Ladies' College

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## PROFESSIONAL DEVELOPMENT

Character Workshop: Writing	Laurie Hutzler
Handling Difficult Negotiations	CAE College, Melbourne
Diplomacy & Influence in the Workplace	CAE College, Melbourne
Leadership Training	Institute of Leadership, Israel
Counselling	Institute of Leadership, Israel
Middle Eastern History	Institute of Leadership, Israel
Teamwork and Personal Development for Children	Institute of Leadership, Israel

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## REFERENCES

### **Michelle Russell**

*Line Producer*

### **Michele Bennett**

*Producer*

### **Juanita Stroh**

*Line Producer / Production Accountant*

### **Nigel Odell**

*Producer*

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