

## Advertising / Post Production /Other

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Oct 2018 Feb 2020	<b>Freelance – Producer/Production Manager</b> Freelance work as a Content Producer, Production Manager, Production Coordinator for various Production companies
Mar 18 to Oct 2018	<b>The Producers - Production Manager</b> Managing Production of TV Commercials, booking; crew, studios, equipment and travel, creating call sheets, permitting locations
Feb 17 to Mar 2018	<b>Flinders Lane Productions – Production Manager</b> Managing Production of TV Commercials, booking; crew, studios, equipment and travel, creating call sheets and production books
Aug 16 to Feb 2017	<b>GPY&amp;R – Production Manager</b> General admin management, estimates and purchase orders, Talent contracts and Rollovers, TVC despatch, management of internal shoots.
July 13 to July 2016	<b>Flinders Lane Productions – Production Manager / Coordinator</b> Managing Production of TV Commercials, booking; crew, studios, equipment and travel, creating call sheets and production books
Nov 07 to Oct 2008	<b>Spinach Advertising – In-house Producer / Office Manager</b> General office management, 'Quality Assurance System' audits, client estimates, invoices, booking; editors, studios, equipment and travel,
May to Oct 2007	<b>Keystone Recruitment (UK)</b> Various administrative assignments for a range of corporate offices and Production companies in London
Dec 05 to Apr 2006	<b>George Patterson Y&amp;R Freelance – TV Dept Coordinator</b> Negotiating talent roll overs, preparing estimates & purchase orders, dispatching TV & Radio dubs, research, staff training, general admin
Sep 03 to Dec 2005	<b>Plush Films – Production Coordinator / Office Manager</b> General office management and admin, accounts, banking, research, job reconciliations, booking: crew, studios, flights, catering, equipment, accommodation, car hire and locations
Sep 01 to Sep 2003	<b>MRPPP (Mike Reed's Post Production) – Post Production Coordinator</b> Liaising with agencies and production companies, overseeing jobs, preparing estimates, scheduling jobs, quality control, research & material sourcing
Feb 00 to Jul 2001	<b>Colors Advertising Pty Ltd – Production Assistant</b> General office admin, negotiating talent contracts, dispatching TV and Radio dubs, FACTS approval, booking: studios and catering
Aug 98 to Jan 2000	<b>Bob Jane International Trading – Personal Assistant</b> Personal Assistant to the Director (Bob Jane). Organising travel, screening calls & written correspondence, client & distributor liaison, diary & boardroom bookings, general secretarial and admin

0402 050 070 | missrachelsteele@gmail.com | Bookings: Freelancers 03 9682 2722

## Feature Film / TV Series

June to July 2013	<b>The Project – Production Coordinator</b> <i>(temp)</i> PM: Anna Mantzoros	<b>TV Series</b> Roving Enterprises
Feb to May 2013	<b>The Broken Shore – Production Coordinator</b> PM: Ben Lowe   Dir: Rowan Woods	<b>Telemovie</b> Essential Media
Oct to Dec 2012	<b>Twentysomething (series 2) – Production Coordinator</b> PM: Naomi Mulholland   Dir: Jess Harris & Mika Tran	<b>TV Series</b> Twentysomething Prod.
Aug to Oct 2012	<b>I Frankenstein (add'l photography) - Production Coordinator</b> UPM: Sarah Newman   Dir: Stuart Beattie	<b>Feature Film</b> I Frankenstein Productions
July to Aug 2012	<b>Upper Middle Bogan – Production Secretary</b> <i>(temp)</i> PM: Ben Grogan   Dir: Wayne Hope	<b>TV Series</b> Gristmill
Nov 11 to June 2012	<b>I Frankenstein - Production Secretary</b> UPM: Anne Bruning   Dir: Stuart Beattie	<b>Feature Film</b> I Frankenstein Productions
Jan to Nov 2011	<b>World Strictest Parents (series 3) - Production Coordinator</b> Prod: Deb Byrne   Dir: various	<b>TV Series</b> Seven Network
Oct 2010	<b>Any Questions For Ben – Production Assistant</b> PM: Lisa Wang   Dir: Rob Sitch	<b>Feature Film</b> Working Dog
Sept 2010	<b>The 7PM Project – Production Assistant</b> PM: Anna Mantzoros   Dir: various	<b>TV Series</b> Roving Enterprises
Aug 2010	<b>Bed of Roses – 3<sup>rd</sup> Assistant Director</b> <i>(additional days)</i> PM: Jenny Barty   Dir: Ted Emery	<b>Drama Series</b> Tindale Rd Films
May to July 2010	<b>The Killer Elite – Production Secretary (2<sup>nd</sup> Unit)</b> PM: Jen Cornwell   Dir: Kimble Rendall	<b>Feature Film</b> The Killer Elite
Oct 09 to Feb 2010	<b>Ultimate School Musical (season 1) – Production Assistant</b> Prod: John Tabbagh   Dir: Richard Frank	<b>TV Series</b> Fremantle Media
June to Sept 2009	<b>Don't Be Afraid of the Dark – Runner for Katie Holmes</b> Prod: Stephen Jones   Dir: Troy Nixey	<b>Feature Film</b> Odinpro/Miramax
April to June 2009	<b>Project Runway (season 2) – Runner</b> Prod: Lisa Potasz   Dir: Richard Smead	<b>TV Series</b> Fremantle Media
Nov 2008	<b>Bill's Holiday – Production Assistant</b> Prod: Andy Power   Dir: Bruce Permezel	<b>Drama Series</b> Bills Films
Sep 06 to Feb 2007	<b>City Homicide (pilot) – Assistant to the Producer</b> Prod: Jo Porter   Dir: Emma Freeman	<b>Drama Series</b> Seven Network
Jun to Jul 2006	<b>Apne – Production Assistant</b> Bollywood feature film shot in Thailand	<b>Feature Film</b> Glamour Entertainment