

# EMILY O'BRIEN

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Booking Agent: Freelancers

*Bases in Sydney and Melbourne  
Currently based in Melbourne*

## LONG FORM

### HUMAN ERROR

TV Series - Roadshow Rough Diamond/Nine  
12 DEC '22 - 6 APR '23

### ASSISTANT PRODUCTION COORDINATOR

Line Producer: Annie Flynn  
Production Coordinator: Nicole Peters

### YEAR OF

TV Series - Roadshow Rough Diamond/STAN  
2022

### DRAMA PRODUCERS' ASSOCIATE

Producers: Dan Edwards & John Edwards

### BUMP S3

TV Series - Roadshow Rough Diamond/STAN  
2021 - 2022

### DRAMA PRODUCERS' ASSISTANT

Producers: Dan Edwards & John Edwards

### BUMP S2

TV Series - Roadshow Rough Diamond/STAN  
2021

### DRAMA PRODUCERS' ASSISTANT

Producers: Dan Edwards & John Edwards

## IN HOUSE EXPERIENCE

### ROADSHOW ROUGH DIAMOND

TV Production Company  
2021 - 2022

### DRAMA PRODUCERS' ASSOCIATE (2022)

### DRAMA PRODUCERS' ASSISTANT (2021)

Producers: Dan Edwards & John Edwards

**Key Responsibilities:** *diary management, booking / managing travel arrangements, preparing and coordinating contracts and payment of invoices, dictation and sending emails on behalf of producers, preparing Screen AUS/NSW/VIC funding applications, maintenance of Producers' contacts, management of expense claims; and liaising with writers, producers, agents and corporate executives (both international and domestic) on a daily basis.*

### MARQUEE MANAGEMENT

Talent Agency  
2018 - 2020

### TALENT AGENT ASSISTANT / OFFICE COORDINATOR (NOV 2018 - DEC 2020)

INTERN (SEPT 2018 - OCT 2018)

**Key Responsibilities:** *Liaising with clients, casting directors and producers directly; organising office meetings and client appointments (both international and domestic); updating client CVs, biographies, showreels; editing/submitting client self tapes directly to producers/casting directors; providing notes and opinion on scripts sent to clients (to gauge their interest in engaging in the project/role).*

## SHORT FORM + OTHER EXPERIENCE

### COSMIC DANCER

Independent Short Film  
2019

**WRITER / DIRECTOR**

Official Selection into 2020 St Kilda Film Festival

### I AM HORROR

Music Video - Triple J & NIDA  
2018

**SET DECORATOR**

Dir: Darcy Green  
Prod Design: Kate Beere

### MUSINGS

Gemme de la Femme Pictures  
2018

**SET DECORATOR**

Dir: Bina Bhattacharya  
Prod Design: Kate Beere

### WONDERLAND SCARE PROJECT (FESTIVAL)

Secret Squirrel Productions  
2017

**ART DEPARTMENT ASSISTANT**

## EDUCATION

**SYDNEY FILM SCHOOL**    **ADVANCED DIPLOMA OF SCREEN MEDIA - MAJOR IN PRODUCING & WRITING (2018)**  
2017 - 2018    **DIPLOMA OF SCREEN MEDIA (2017)**

## PROFICIENCIES, SKILLS & EQUIPMENT

- CONCUR, SAP & EZYPO
- MICROSOFT OFFICE APPLICATIONS
- FINAL DRAFT
- APPLE IWORK APPLICATIONS
- CASTING WEBSITE (SHOWCAST)
- IMDB PRO

- Has full Australian NSW Drivers License - Automatic
- 2020 Macbook Pro with Microsoft Office, Adobe and Zoom subscription

## REFERRALS

*(Available on Request)*

**John Edwards** - Producer / Co-Founder of Roadshow Rough Diamond

**David Sheridan** - Owner / Senior Agent at Marquee Management

**Annie Flynn** - Line Producer