



Night Bloomers 2023



Melon Grab 2017



Eric 2013

Ashlea Ritchie

✉ ashlea.ritchie@gmail.com

Strengths

- Excellent organisational and time management skills with keen attention to detail
- Enthusiastic and reliable team player who works well in both a group environment and autonomously
- Ability to adapt to new challenges, thrive under pressure, and regularly work to multiple daily deadlines
- High-level communication and negotiation skills with a focus on building successful creative collaborations

Skills

- Project management from concept development to delivery
- Accounts administration, including forecasting, budgeting, reporting
- Establishing production offices and coordinating staff, including runners and assistants
- Sourcing quotes, setting up accounts, and maintaining relationships with key suppliers
- Providing administrative support, calendar management, record keeping, and responding to general inquiries
- Generating and distributing production paperwork, including schedules, call sheets, and daily production reports
- Booking travel and accommodation both domestically and internationally
- Booking and liaising with cast and their representatives daily
- Booking crew, negotiating equipment packages and rates
- Managing child employment applications & and current WWC employee card.
- Location management, scouting, permit applications and traffic management planning.
- White Card, Control traffic with a slow/stop bat & Implement traffic management plan qualifications
- Advanced knowledge of MYDAES Software, Microsoft Office Suite, Google Suite, and Adobe Acrobat on both Windows PC & and Mac operating systems.
- Full Manual Car and motorcycle Driving Licenses.

Education

- 2008 Certificate IV Film & Television | Footscray City Films
- 2010 Diploma Screen & Media | Footscray City Films
- 2011 Advanced Diploma Screen & Media | Footscray City Films
- 2023 Master of Arts Screen Business | Australian Film Television & Radio School

Experience

Complete Traffic Services - Film Project Manager - 2021 - 2024

General Manager: Mark Askew

Turn About Entertainment - NIGHT BLOOMERS - Producer - 2023

Executive Producers: Michael McMahon & Barry Gamba - Producer / Director: Andrew Lee

Screen Australia & SBS Digital Originals Initiative

Princess Bento - Studio Manager - 2021

Head of Production: Laura DiMaio - Head of Finance: Sue Skinner

Good Shepherd Australia & New Zealand - Microfinance Support Officer - 2020

Manager: Luse Kinivuwai

Playmaker Media - BLOOM S2 - Assistant Production Accountant - Drama Series - 2020

Production Accountant: Laura Faulkner - Line Producer: Esther Rodewald

CJZ Worldwide Production Services Pty Ltd - My Life is Murder - Assistant Production Accountant - Drama Series - 2019

Production Accountant: Steven McKinnon - Line Producer: Anna Molyneux

Tennis Australia - Australian Open 2019 - Production Assistant - Broadcast - 2019

Associate Producer: Paige Pehlivan - Production Coordinator: Dellani Thompson

ITV Studios - Sunday Night Take Away: Couch Watch - Contestant Associate Producer - Entertainment - 2019

Producer: Cameron Elkin

Endemol Shine Australia - Family Food Fight - Art Department Coordinator - Reality Series - 2018

Art Director: Johnny Hawkins - Senior Production Manager: Michaela Samson

Annix Films - How Do You Know Chris - Production Coordinator - Feature Film - 2018

Producers: Steve Jablonski - Director: Ashley Harris

A Mighty Hand LLC - Robert The Bruce - Associate Producer - Production Coordinator - Feature Film 2017 (US)

Producers: Andrew Curry, Nick Farnell & Cameron Nugent - Director: Richard Gray

WPP - PRISM - Screen Producer & Screen Producer Assistant - Online Content - 2016 - 2017 (VIC, NSW, TAS)

Ford "4X4 Driving Tips" - Screen Producer Assistant - Online Social Content - 2017 (TAS)

Ford "AP Ford Focus" - Screen Producer Assistant - Asia Pacific Online Content 2016 (NSW)

Ford "24-Hours in Manufacturing" - Screen Producer - Online Social Content - 2016 (VIC)

Pursekey Productions - Melon Grab - Producer - Short Film - 2016 - 2017 (NSW)

Producer: Kiki Dillon - Director: Andrew Lee

Sydney Film Festival 2017 - Dendy Awards, Edinburgh International Film Festival 2017, Flickerfest 2018 - Best Cinematography.

Film Victoria & Open Channel - Emo (The Musical) - Producer's Attachment - Feature Film - 2016

Producer: Lee Matthews - Director: Neil Triffet

500 Digital Media - Assistant Director - TVC - 2016

Ultratune "Unexpected Situations" - Second Assistant Director - TVC - 2016

Haval Australian Launch - First Assistant Director - TVC - 2016

Annix Films - Production Assistant - TVC & Content - 2014 - 2015

Simonds Homes "Group Values" - Production Assistant - Corporate Content - 2015

Spotlight "Bargains Galore" - Production Assistant - TVC - 2015

Simonds Homes "65 years in the making" - Production Assistant - TVC - 2014

Toothless Pictures - Pawno - Production Manager - Feature Film - 2014 - 2015

Producers: Damian Hill & Paul Ireland - Director: Paul Ireland

Natureel - University of Melbourne - Producer - Online Content - 2014 (UK, Thailand)

Melbourne School of Government "Who We Are" - Producer - Online Content - 2014 (VIC)

UOM "Internships" - Producer - International Online Content - 2014 (United Kingdom & Thailand)

UOM "Graduate Careers" - Producer - International Online Content - 2014 (Thailand)