



# MELANIE POTTS

PRODUCTION SERVICES | ASSISTANT DIRECTOR

## FILM / TV

Aug 2024 - Jan 2025

### PRODUCTION SECRETARY

UPM: Paul Walton

Production Supervisor: Paula Salini

"ALL HER FAULT"

Match Box/NBC Universal

TV Series

July 2024 - Aug 2024

### PRODUCTION RUNNER

UPM: Paul Walton

Prod Supervisor: Paula Salini

"ALL HER FAULT"

Match Box/NBC Universal

TV Series

June 2024

### PRODUCTION RUNNER

Producer: Mark Riso-Gill

"EVE OF DESTRUCTION" PROMO

ABC

TV Series

Sept 2023 - Feb 2024

### PRODUCTION RUNNER

Production Manager: Jane Lindsey

"TIPPING POINT" S1

Endemol Shine

TV Series

Aug 2023

### AUTOCUE OPERATOR

Producer/Shooter: Richard Mockler

"ARTWORKS"

ABC

TV Series

July 2023

### PRODUCTION RUNNER

Line Producer: Aaron Matthews

"THE BACHELORS"

Warner Bros.

TV Series

June 2023

### ADDITIONAL AD

First AD: Phil Jones

"ADDITION"

Made Up Stories & Buon Giorno Productions

Feature Film

Apr 2023 - June 2023

### PRODUCTION RUNNER

Line Producer: Jane Forrest

"ADDITION"

Made Up Stories & Buon Giorno Productions

Feature Film

0435 221 262



mel.l.potts@gmail.com



Caulfield



## Profile

Passionate and focused worker, who is reliable and enthusiastic.

Team and individual worker, keen for new responsibilities.

Puts effort and care into every aspect of work, and stays reliant.

## EDUCATION

**BACHELOR OF  
FILM & TV PRODUCTION**

JMC Academy

2013 - 2016

## CERTS

Full Drivers Licence & Car

Working With Children's Check

First Aid & CPR Trained

Triple Covid Vaccinated



# MELANIE POTTS

ASSISTANT DIRECTOR | PRODUCTION SERVICES

## FILM / TV

*Mar 2023*

### ART RUNNER

Production Designer: Peta Lawson

"NEIGHBOURS"

Fremantle Media  
TV Series

*Block 4: Ep 10*

### ADDITIONAL AD/PA

First AD: Pauline Walker

"SPOOKY FILES"

ABC  
TV Series

*Oct 2022 - Feb 2023*

### PRODUCTION RUNNER

Line Producer: Paul Walton

"SPOOKY FILES"

ABC  
TV Series

*May 2022 - July 2022*

### COVID SUPERVISOR & REPLACEMENT AD

Producer: Vincent Sheehan

"FISK" S2

ABC, Omega45  
TV Series

*Jan 2022 - Apr 2022*

### COVID ASSISTANT

Producer: Sarah Shaw

"RUN RABBIT RUN"

Carver Films  
Feature Film

*Sep 2021 - Dec 2021*

### COVID KEY ONSET EXTRAS PA

Producer: Paul Sullivan

"SHANTARAM"

Paramount Pictures  
TV Series

0435 221 262



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## OTHER EXPERIENCE

### MANAGER ON DUTY

Village Cinemas Jam Factory  
*Aug 2017 - Dec 2023*

### SHIFT MANAGER

McDonald's Braeside  
*Nov 2009 - May 2017*

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## VOLUNTEER

### RED CROSS PORT MELBOURNE

Op Shop Retail Volunteer  
*Apr 2024 - Jul 2024*