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I am a Naarm-based Production Assistant with extensive experience as an assistant and producer on short films, music videos, and commercials. My background in producing low-budget projects has given me a deep understanding of what it takes to run a set and how a proactive, organised PA can make set smoother for the entire team. I excel at interpreting production requirements, coordinating with departments, understanding transport and catering logistics, and I bring problem-solving and organisational skills.

WORK EXPERIENCE:

We The People | Production Assistant Melbourne 2024 - Present

Lynton Crabb Photography | Production AssistantMelbourne 2024 - Present

Majella | Production Assistant Melbourne 2021 – 2022

Boyish Films | Co-Founder Melbourne 2021 - Present

Skills acquired / tasks undertaken:

- Understanding on-set etiquette.
- Running errands, transport people and equipment.
- Setting up the craft table, meal spaces, and unit area in a thoughtful manner.
- Coordinating, preparing, and serving meals. Being conscious of diary preferences and requirements.
- Keeping spaces clear, clean, and tidy.
- Coordinating arrivals and welcoming talent.
- Maintaining constant communication links with the producer / AD / relevant head of my department.
- Relaying messages to relevant departments from the producer.

REFERENCE:

Amber Sinclair

Executive Producer at Lynton Crabb Photography 0405 381 221 amber@crabb.com.au

EDUCATION:

Bachelor of Arts: Screen Studies. University of Melbourne. 2024.

Bachelor of Film and TV Production (Honours). Swinburne University of Technology. *Due to graduate June 2025.*

LICENCES:

- ★ Full Manual Driver's Licence
- ★ Barista Certification
- ★ Food Handling Certificate

SELECTED HOSPITALITY EXPERIENCE:

2023 - 2024 Tino Wine Bar, Brunswick

2021 - 2024 Gojo Events, South Melbourne

2019 - 2020 The Criterion Hotel, Sale

Prior to graduating, I worked in many hospitality venues. I've found an abundance of transferable skills gained as a waiter and barista that I exercise as a Runner and Production Assistant, these include:

- Using initiative to prioritise tasks.
- Keeping spaces clean. Clearing and resetting rooms.
- Making and serving quality coffees.
- Answering phones and making calls.
- Multitasking, and staying professional and calm, under pressure.
- Working autonomously during quiet times and within a large team during busier hours.
- Handling conflict in a professional, polite, and courteous manner.
- Knowledge of food safety and handling.
- Learning names and building rapport.

PRODUCTION ASSISTANT CREDITS:

2024 TVC BankVic Production Assistant

We The People | Prod. Tim Bydder

2024 Vertical Content for Cobram Estate Production Assistant

We The People | Prod. Tim Bydder

2024 Promotional Stills for Nexus Production Assistant

Lynton Crabb Photography | Exec. Prod. Amber Sinclair | Photo. Lynton Crabb

2024 Promotional Stills for GBT Production Assistant

Lynton Crabb Photography | Exec. Prod. Amber Sinclair | Photo. Lynton Crabb

2024 Promotional Stills for VEUE Apartments Production Assistant

Lynton Crabb Photography | Exec. Prod. Amber Sinclair | Photo. Lynton Crabb

2022 Short Film "Paper Cut" Production Assistant

Majella Productions | Dir. Joel Soh | Exec. Prod. Gabrielle Pearson | Prod. Bella Millikin | 1AD Emma Gillett

2021 Music Video - Banoffee "Idiot" Production Assistant

Majella Productions | Dir. Phebe Schmidt | Prod. Gabrielle Pearson | 1st AD Alexandra Galloway | DOP Amy Dellar

2021 - 2022 Various TVC Projects Production Assistant

Majella Productions | Prod. Gabrielle Pearson | Prod. Bella Millikin

FURTHER CREDITS:

NARRATIVE + TV ☆

2025 Short Film "Blue Devil" Producer [currently in development]

Dir. Tadji Urich | DOP Sweeney Crabb

2025 Mini Series "Marketplace" Producer [currently in development]

Dir. Ruairi Walsh

2024 TV Pilot "The Queen of the Kitchen" Co-Producer & 1st Assistant Director [currently in post production]

Dir. Emily Casey & Iva Rosebud | Co-Prod. Rachel Kemp | DOP Rachel Kemp

2024 Short Film "Recycled Lot" Producer & 1st Assistant Director [currently in post production]

Dir. Felix Donahoo | DOP Sweeney Crabb

2024 VCA Graduate Short Film "Arms Unfolding" Producer

Dir. Vero Villis | 1AD Moo Renzaho | DOP Yohei Tang-Yamaoka

2024 Short Film "Bravado" Producer

Dir. Zinnia Scarlett | 1AD Sarah Anderson | DOP Dir. Buster Wyzenbeek

2024 Short Film "Diced Peaches in Light Syrup #10 Can" Producer

Dir. Ari Quig | 1AD Moo Renzaho | DOP Rachel Kemp.

Recipient of Swinburne's "Creative Excellence" Award.

2024 **Short Film "Hold for Sound"** Co-Producer & 1st Assistant Director *Co Prod. Rachel Kemp | Dir. Chad Aizicowitz | DOP Sweeney Crabb.*

2024 **Student Short Film "Leviathan"** 1st Assistant Director Dir. Tadji Urich | Prod. Callum Prichard & Lucy Bond | DOP Sweeney Crabb.

2024 Student Short Film "Been Here Before" 1st Assistant Director

Dir. Sara Anderson | Prod. Sarah Pierce | DOP Ophelia Murray.

2024 Student Short Film "Knock Knock" 1st Assistant Director

Dir. Ella Bolmat | Prod. Giulia Assenza | DOP Rachel Kemp.

2023 Short 16mm Narrative Film "My Name is Mildred" Director & Producer

1AD. Jordan Irving | DOP Zinnia Scarlett

2021 Short Film "Prawn" Production Assistant

Dir. Ella Carey | Prod. Isabelle Love-Dack | DOP Joey Knox.

MUSIC VIDEO ☆

2025 **Dear Matilda "Clock's Ticking"** Executive Producer [currently in post production] Prod. & 1AD Felix Donahoo | DOP Sweeney Crabb

2025 **Flywire "Nits"** Producer [currently in post production] Dir. Ruairi Walsh | 1AD Felix Donahoo | DOP Rachel Kemp

2024 MILLE "Kingpin" Producer & 1st Assistant Director

Dir. Ella Bolmat | DOP Rachel Kemp

2024 MOZË "Time Will Tell" Producer & 1st Assistant Director

Dir. Boyish | DOP Zinnia Scarlett

2024 Liaden "Sweeter" Producer

Dir. Zinnia Scarlett | 1AD Moo Renzaho | DOP Sweeney Crabb

2024 Tomalia "Small Intestine" 1st Assistant Director

Dir. Ella Bolmat | Prod. Zinnia Scarlett | DOP Zinnia Scarlett

2023 The Vovos "Hanahaki Disease" Producer & 1st Assistant Director

Dir. Ari Quig | DOP Zinnia Scarlett

Premiered on Rage, ABC TV.

2023 Shock Corridor "Somersault" Producer & 1st Assistant Director

Dir. Buster Wyzenbeek | DOP Sweeney Crabb

2023 Skerzo "All Bets Are Off" Producer & 1st Assistant Director

Dir. Jackson Craig | DOP Sweeney Crabb

2022 Velvet Bloom "Miles Away" Producer & 1st Assistant Director

Dir. Boyish | DOP Zinnia Scarlett

St Kilda Film Festival x Clipped TV Official Selection.

2022 Love Me Not "No Goodbyes" Producer & 1st Assistant Director

Dir. Zinnia Scarlett | DOP Rachel Kemp

2022 Spürts "GERMANY" Producer

Dir. Boyish | DOP Zinnia Scarlett

2022 Saphra More "Flirting Like That" Producer

Dir. Boyish | DOP Zinnia Scarlett

COMMERCIAL ☆

2023 **TVC Telstra X Australian Ballet: Award Nominees** 2nd Assistant Director

Majella Productions | Dir. James Robinson | Prod. Bella Millikin | 1AD Sobelle Amie | DOP Amy Dellar

2021 **TVC Grill'd "No Secrets"** Arts Department Assistant Sherpa | Head of Arts Dept. Franchesca Carey

☆ FURTHER REFERENCES:

Susan Kerrigan

Swinburne University of Technology Professor of Film and Television and Department Chair 03 92144699 skerrigan@swin.edu.au

Bella Rose

Majella Productions Freelance Producer 0422 633 149 bella@majella.tv