

JEANIE KANE

Based in Melbourne, Australia | 0456377755 | kanejeanie@gmail.com

PROFILE SUMMARY

Confident and friendly film and television graduate and actor looking to gain experience in a professional media industry working environment. Hardworking, detail-orientated and organised individual with the creative passion and logistical skills to produce, direct, write and assist on various productions. Looking to further develop skills and meet and collaborate with new people on exciting and meaningful projects.

EDUCATION

BACHELOR OF FILM AND TELEVISION (Honours) | 2021- 2024 | SWINBURNE UNIVERSITY

Graduated with First Class Honours and created a wide variety of filmic content. Units participated in and skills gained include script writing and directing, both fiction and non-fiction productions, cinematography and lighting, production management, production design, editing, colour grading transmedia franchising and adapting texts to screen.

SKILLS & ABILITIES

Technical Skills

- Proficiency in MAC OS programs
- Adobe Creative Cloud Software (Premiere Pro, Indesign etc)
- High proficiency in Google programs (Docs, Gmail, Calendar, etc.)
- Comprehensive knowledge of various social media platforms (Instagram, Facebook, Snapchat, Tik Tok etc)
- Excellent written & verbal communication skills
- Excellent organisation skills

Qualifications

- Completed Set Educated Online Course
 - Manual and Automatic driving license
 - Working with Children's Check (Volunteer)
 - Industry Experience Certificate
 - Responsible Service of Alcohol Certification
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EXPERIENCE

Neighbours Freemantle Media | **Art Department Intern** | 2024 (9 weeks)

- Collaborated with the Art Department team on daily tasks, gaining hands-on experience in the creative and logistical aspects of production.
- Contributed to graphic design by creating visual elements such as signage, labels, and other on-screen assets and supported the Art Department Runner with errands, deliveries, and general logistical tasks to ensure smooth operations.

- Assisted with prop sourcing by researching, acquiring, and organising items to align with the show's creative vision. Contributed to set dressing by arranging and styling sets to meet the production's aesthetic and narrative requirements. Supported staging by preparing locations for shooting, ensuring smooth transitions between scenes. Additionally, collaborated with standby props to maintain continuity and ensure the accurate placement of props during filming.
- Shadowed and collaborated with art directors, gaining insight into creative decision-making and overall art department management. I also worked closely with the art coordinator to learn about organisational tasks such as scheduling, inventory, and budgeting.
- Developed time management and multitasking skills by balancing responsibilities across various sub-departments. I also fostered strong communication and teamwork skills within a multidisciplinary production environment.

Big Johnny Short Film | **Writer/Director | 2024**

- A graduate short film/drama that follows a tradie from Melbourne's inner western suburbs who discovers his true self through Drag.
- Wrote and directed the film, shaping the narrative and visual style to authentically represent the protagonist's journey.
- Oversaw and collaborated with over 60 cast and crew members, ensuring a cohesive and efficient production process.
- Worked closely with Heads of Departments (HODs) and actors to bring the essence of the script to life, fostering a collaborative and creative environment.
- Managed rehearsals and guided performances to achieve the desired emotional and thematic impact.
- Awarded Best Writer (sponsored by Werner Productions) and the Future Focus Award (sponsored by First Flights) at our University Graduate Screening night. The production also received Best Producing.

Pickled Short Film | **Production Designer | 2024**

- A graduate short film/dark comedy that follows two friends, one of whom is hearing impaired, as their apartment gets broken into by an art thief with the wrong address.
- Collaborated with the director and other department heads to develop the visual style and aesthetic of the film.
- Scouted, designed and created the apartment set, ensuring it reflected the personalities and lifestyles of the main characters.
- Sourced, curated and built props and set decorations to enhance the narrative and visual storytelling.
- Managed a team of assistants, overseeing the setup and maintenance of the set throughout the production.
- Directed and coordinated costume design and SFX makeup to ensure the characters' appearances were authentic and aligned with the film's visual style.
- Ensured accessibility and effective communication with the cast and crew, particularly with the hearing-impaired actor, to create an inclusive and supportive work environment.

Burdekin Rum Multimedia | **Producer | 2023**

- An advertising short for Burdekin Rum, published on their social media platforms and websites.
- Managed the budget, scheduling, locations, catering, marketing, and fundraising efforts.
- Sourced locations and coordinated crew, handled production and post-production maintenance and worked closely with the director on casting decisions.
- Organised and supervised multiple shoot days, coordinating approximately 20 people on set, including cast, crew, and extras.

HIPS International | **Intern | 2024 – Current**

- Mentored weekly by John Hipwell, gaining invaluable insights into the film and television industry.
- Assisted in the development and refinement of scripts, focusing on structure, character arcs, and thematic elements.
- Contributed to website management, including updating content and ensuring functionality to maintain a professional online presence. Organised and managed IMDb profiles and project listings to enhance industry visibility and credibility.
- Participated in future planning sessions, contributing to long-term strategies for project development and production pipelines.
- Conducted research on film festivals to identify submission opportunities and create a strategic festival circuit plan.

ADDITIONAL FILM EXPERIENCES

Lift Short Documentary | **Writer/Director** | 2024
 Neighbours | **Art Assistant** | 2024
 Small Intestine Music Video | **Production Designer** | 2024
 Mother Pearl Short Film | **Co-Production Designer** | 2024
 Bareback Short Film | **Production Designer** | 2024
 The Family Dreggs VCA graduate Short Film | **Production Design Assistant** | 2024
 Shy Sol Jupita Music Video | **Production Design Assistant** | 2024
 Tenderfoot Short Film | **Production Design Assistant** | 2024
 Brighton Mazda TVC | **Production Assistant** | 2023
 Tales of the Cantara Cabin Web Series | **Production Designer /1st Assistant Director** | 2023
 Larping Short Documentary | **Sound** | 2022
 Pros and Cons Short Film | **Costume Design/Production Design Assist** | 2022
 Karen's Anonymous Short Film | **Writer/ Director** | 2022
 The Madness that One Locks Up Experimental Film | **Writer/Director** | 2021
 Off Mute Short Film | **Writer/Director** | 2021

OTHER RELEVANT EXPERIENCE

Havas Melbourne Advertising and Media Communications Agency | **Office Coordinator**
 | Nov 2022 - March 2023

- Managed office budgets, supplies, and vendor relationships to ensure efficient resource allocation.
- Oversaw office staff and supported teams in administrative tasks, fostering a well-organised environment.
- Coordinated events, including parties and meetings, demonstrating proficiency in logistical planning.
- Handled financial duties and managed office contracts, ensuring operational continuity.
- Maintained office equipment and organised records to streamline workflow.
- Greeted visitors, managed correspondence, and facilitated smooth communication channels.
- Operated effectively under pressure, managing large teams to uphold operational excellence.
- This experience in office coordination equips me with essential skills for film production, including budget management, logistical planning for events and shoots, efficient team oversight, and maintaining a structured work environment conducive to creativity and collaboration on set.

Hightail Bar and Grill | **Bar Attendant** | July 2024 – Current

Aware Health: Remedial Massage, Myotherapy and Clinical Pilates | **Receptionist** | July 2021 - March 2022
Advanced Personnel Management (APM) Assessment Services | **Client Services Officer** | February 2020 - February 2021

REFEREES

Available upon request

Ewan Burnett
Producer

Ash Cottrell
Art Director Freemantle Media

John Hipwell
Producer

Jonathan Schuster
Comedian, Scriptwriter, Actor