

JORDAN IRVING

Production

✉ jordan.a.iring@gmail.com

☎ 0422 110 890

📍 PATTERSON LAKES

PERSONAL SUMMARY

As a recent graduate of the Bachelor of Film and Television (Honours) course at Swinburne University, I am seeking professional experience within the film and television industry, especially in production. I have prior professional experience in publishing and this, combined with my experience as a film and television student, ensures I have developed a skillset suitable to a role in production and would be a valuable asset to your team.

KEY SKILLS

My professional experience in publishing and my film experience developed as a film and television student at Swinburne University has been crucial for refining my skillset as an early film and television practitioner.

- Superior organisational skills and attention to detail
- Experience in project management and juggling many projects simultaneously
- Good with data and spreadsheets
- Familiar with client management, delivering briefs and providing strategic input throughout the creative process

CERTIFICATIONS

- Working with Children's Check (Employee)
- Completion of the ScreenCareers Set Educated online course module

FILM EXPERIENCE

"Recycled Lot" (1st assistant director), directed by Felix Donahoo-Andrusiak [Narrative short film] (March 2024)

"Been Here Before" (Production designer), directed by Sara Anderson [Swinburne University graduate narrative short film] (March 2024) **[Nominated at the Swinburne 2024 graduate awards night]**

"Hold for Sound" (Production designer), directed by Chad Aizicowitz [Swinburne University graduate narrative short film] (March 2024) **[Nominated at the Swinburne 2024 graduate awards night]**

"Hanahaki!" by The Vovos (Production designer), directed by Ari Quig [Swinburne University music video] (September 2023)

"A Garden for Rose" (Script supervisor), directed by Michael de Lange [Swinburne University graduate narrative short film] (April 2023)

"My Name is Mildred" (1st assistant director), directed by Anna Champion [Swinburne University narrative short film] (April 2022)

"Flirting Like That" by Saphra More (1st assistant director), directed and produced by Zinnia Scarlett and Anna Champion [Music video] (December 2021)

"Show Me" (director and co-writer), directed by Jordan Irving [Swinburne University narrative short film] (November 2021)

"Faux Real" (producer), directed by Grace Hird [Swinburne University documentary short film] (November 2021)

"A Brief Moment of Timeless Despair" (1st assistant director), directed by Anna Champion [Swinburne University 90-second short film] (May 2021)

"Thursday" (director and writer), directed by Jordan Irving [Swinburne University 90-second short film] (May 2021)

"Prawn" (extra), directed by Ella Carey [Narrative short film] (April 2021)

PRODUCTION EXPERIENCE

In my time at Swinburne University, I have gained invaluable production experience, especially working across roles such as producer, director and 1st assistant director.

- Completing pre-production for projects, creating call sheets, ensuring we get all shots that are required, managing crew on-set and ensuring we meet deadlines
- Confident leading production and ensuring a vision comes to life
- Ability to oversee post-production processes, working closely with editors and directors to assist in the delivery of top-tier content

JORDAN IRVING

Production

✉ jordan.a.iring@gmail.com

☎ 0422 110 890

📍 PATTERSON LAKES

EDUCATION AND TRAINING

2019-2024

Bachelor of Film and Television (Honours), Swinburne University

2013-2015

Masters of Creative Writing, Publishing and Editing, The University of Melbourne

2009-2011

Bachelor of Professional and Creative Writing, Deakin University

REFERENCES

Ewan Burnett
Lecturer at Swinburne University
ewanburnett@swin.edu.au

Anna Champion
Producer at Boyish Films
annachampion@outlook.com

Kate Haughton
Current Manager at Avenue Bookstore
katem.haughton@gmail.com

PROFESSIONAL EXPERIENCE

BOOKSELLER [PART-TIME]

AVENUE BOOKSTORE [NOVEMBER 2020-PRESENT]

- Maintain up-to-date knowledge of current titles and changes in the market
- Undertake bibliographic work using computer or print sources to identify and locate titles
- Comfortable working in a fast-paced, dynamic environment and can handle the unexpected with ease

PROGRAMMES AND PATHWAYS COORDINATOR - PROGRAMMES AND PATHWAYS | MEMBER EDUCATION

CPA AUSTRALIA [DECEMBER 2019-NOVEMBER 2020]

- Ensure activities associated with the development and delivery of the CPA Program are carried out in an accurate and timely manner
- Collection, analysis and reporting on data associated with the delivery of the CPA Program
- Assist to ensure the most current, user friendly and comprehensive information about programs activities and requirements are available on CPA Australia's website and intranet

EDITORIAL COORDINATOR - PUBLISHING AND EDITORIAL OUP ANZ

OXFORD UNIVERSITY PRESS [MAY 2017-DECEMBER 2019]

- Excellent project management in processing manuscripts and workflows in a timely manner
- Contribute ideas and help to implement revised and/or new editorial workflows and processes for print and digital content development
- Attend and actively contribute to publishing, editorial and cross-functional team strategy and planning meetings and workshops

SALES AND MARKETING COORDINATOR - PUBLISHING AND EDITORIAL OUP ANZ

OXFORD UNIVERSITY PRESS [SEPTEMBER 2015-MAY 2017]

- Build and maintain effective relationships with internal stakeholders, agencies and clients
- Produce and distribute all promotional and review material, which are coordinated according to agreed priorities, time frames and budgets
- Actively seeks to improve internal processes and communication channels.

VOLUNTEER EXPERIENCE

VOLUNTEER - MELBOURNE INTERNATIONAL

FILM FESTIVAL

MIFF [AUGUST 5, 2021-AUGUST 22 2021]

MIFF [AUGUST 1, 2019-AUGUST 18 2019]

- Assist MIFF patrons before, during and after each session. Provide pro-active assistance including directing patrons to box office, other venues and enact any other reasonable requests from the public
- Maintain and organise queues, as directed by the Usher(s), ensuring queues are managed well

AWARDS

- Longlisted for the 2016 Richell Prize for Emerging Writers
- Both Swinburne graduate films nominated and screened as part of the 2024 Swinburne FTV Awards night