

Rachel Steele | Production

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Feature Film / TV Series

June 2021 to Oct 2024	The House of Wellness, Factual series - Researcher/Producer Executive Producer: Anna Gregory	TV Series Stratosphere Media / CH7
Oct 2020 to May 2021	Reading Australia, Doco series – Production Coordinator Line Producer: Megan Nass	TV Series Blackfella Films / ABC TV
Aug to Oct 2020	Making their Mark, AFL Doco Series – Production Coordinator Line Producer: Alison Kenter	TV Series Jam TV / Amazon
June to July 2013	The Project – Production Coordinator (temp) PM: Anna Mantzoros	TV Series Roving Enterprises
Feb to May 2013	The Broken Shore – Production Coordinator PM: Ben Lowe Dir: Rowan Woods	Telemovie Essential Media
Oct to Dec 2012	Twentysomething (series 2) – Production Coordinator PM: Naomi Mulholland Dir: Jess Harris & Mika Tran	TV Series Twentysomething Prod.
Aug to Oct 2012	I Frankenstein (add'l photography) - Production Coordinator UPM: Sarah Newman Dir: Stuart Beattie	Feature Film I Frankenstein Productions
July to Aug 2012	Upper Middle Bogan – Production Secretary (temp) PM: Ben Grogan Dir: Wayne Hope	TV Series Gristmill
Nov 11 to June 2012	I Frankenstein - Production Secretary UPM: Anne Bruning Dir: Stuart Beattie	Feature Film I Frankenstein Productions
Jan to Nov 2011	World Strictest Parents (series 3) - Production Coordinator Prod: Deb Byrne Dir: various	TV Series Seven Network
Oct 2010	Any Questions For Ben – Production Assistant PM: Lisa Wang Dir: Rob Sitch	Feature Film Working Dog
Sept 2010	The 7PM Project – Production Assistant PM: Anna Mantzoros Dir: various	TV Series Roving Enterprises
Aug 2010	Bed of Roses – 3rd Assistant Director (additional days) PM: Jenny Barty Dir: Ted Emery	Drama Series Tindale Rd Films
May to July 2010	The Killer Elite – Production Secretary (2nd Unit) PM: Jen Cornwell Dir: Kimble Rendall	Feature Film The Killer Elite
Oct 09 to Feb 2010	Ultimate School Musical (season 1) – Production Assistant Prod: John Tabbagh Dir: Richard Frank	TV Series Fremantle Media
April to June 2009	Project Runway (season 2) – Runner Prod: Lisa Potasz Dir: Richard Smead	TV Series Fremantle Media
Nov 2008	Bill's Holiday – Production Assistant Prod: Andy Power Dir: Bruce Permezel	Drama Series Bills Films
Sep 06 to Feb 2007	City Homicide (pilot) – Assistant to the Producer Prod: Jo Porter Dir: Emma Freeman	Drama Series Seven Network

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Advertising / Post Production / Other

Oct 2018 May 2021	Freelance – Producer/Production Manager Freelance work as a Content Producer, Production Manager, Production Coordinator for various Production companies
Mar 18 to Oct 2018	The Producers - Production Manager Managing Production of TV Commercials, booking; crew, studios, equipment and travel, creating call sheets, permitting locations
Feb 17 to Mar 2018	Flinders Lane Productions – Production Manager Managing Production of TV Commercials, booking; crew, studios, equipment and travel, creating call sheets and production books
Aug 16 to Feb 2017	GPY&R – Production Manager General admin management, estimates and purchase orders, Talent contracts and Rollovers, TVC despatch, management of internal shoots.
July 13 to July 2016	Flinders Lane Productions – Production Manager / Coordinator Managing Production of TV Commercials, booking; crew, studios, equipment and travel, creating call sheets and production books
Nov 07 to Oct 2008	Spinach Advertising – In-house Producer / Office Manager General office management, 'Quality Assurance System' audits, client estimates, invoices, booking; editors, studios, equipment and travel,
May to Oct 2007	Keystone Recruitment (UK) Various administrative assignments for a range of corporate offices and Production companies in London
Dec 05 to Apr 2006	George Patterson Y&R Freelance – TV Dept Coordinator Negotiating talent roll overs, preparing estimates & purchase orders, dispatching TV & Radio dubs, research, staff training, general admin
Sep 03 to Dec 2005	Plush Films – Production Coordinator / Office Manager General office management and admin, accounts, banking, research, job reconciliations, booking: crew, studios, flights, catering, equipment, accommodation, car hire and locations
Sep 01 to Sep 2003	MRPPP (Mike Reed's Post Production) – Post Production Coordinator Liaising with agencies and production companies, overseeing jobs, preparing estimates, scheduling jobs, quality control, research & material sourcing
Feb 00 to Jul 2001	Colors Advertising Pty Ltd – Production Assistant General office admin, negotiating talent contracts, dispatching TV and Radio dubs, FACTS approval, booking: studios and catering
Aug 98 to Jan 2000	Bob Jane International Trading – Personal Assistant Personal Assistant to the Director (Bob Jane). Organising travel, screening calls & written correspondence, client & distributor liaison, diary & boardroom bookings, general secretarial and admin
