

# HANNAH KELLY

PRODUCTION COORDINATOR /  
ASSISTANT PRODUCER



0468 600 877



[hannahbethkelly@gmail.com](mailto:hannahbethkelly@gmail.com)



Melbourne, VIC

## EDUCATION

**Bachelor in Business  
Studies and Arts  
Management with Honours,**  
IADT Dun Laoghaire, Dublin  
2011-2016

## SKILLS

- Production Coordinating
- Crew & Equipment  
Booking
- Travel & Accommodation  
Management
- Call Sheet, Scheduling,  
Script distribution
- Location Scouting &  
Permitting
- Team Management
- On Set Assist. Directing
- Cast & Crew Contracts  
(IRE)
- Child Licensing (IRE)
- Proficient in Microsoft  
Suite, SetKeeper,  
DocuSign
- Full Clean Manual Driver  
License
- Working with Children  
Check (VIC)

## ABOUT ME

A sharp, adaptable Production Coordinator with a keen eye for detail, driven by a passion for film and television. My experience spans documentary, long form, episodic TV drama, reality TV and TVC production, where I have honed my skills in coordination, organization, and creative collaboration.

## FILM CREDITS

<b>Production Coordinator</b>   Scream Queen New project dir. Ti West Dublin, Ireland	May – Jul 25
<b>Production Coordinator</b>   Bucking Fastard Feature film dir. Werner Herzog Dublin, Ireland	Feb – May 25
<b>Travel &amp; Accommodation Coordinator</b>   Victorian Psycho Feature film dir. Zachary Wigon Dublin, Ireland	Jan 25
<b>Cast Wrangler</b>   Naked and Afraid Discovery Plus US Reality Show QLD, AUS	Sept – Nov 24
<b>Production Coordinator</b>   Long Way for A Beer Miniseries for Great Northern Entertainment YouTube dir. Thomas Pollard NSW/QLD, AUS	May – Aug 24
<b>Assistant Production Coordinator</b>   Small Town Big Story Episodic drama for Sky written by Chris O'Dowd Wicklow, Ireland	Jun – Dec 23
<b>Assistant Production Coordinator</b>   Faithless Episodic drama for Virgin Media dir. Declan Recks Wicklow, Ireland	Apr – May 23

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## INTERESTS

Tennis  
Hiking  
Reading  
Music  
Theatre

## REFERENCES

Available upon request

## FILM CREDITS CONT.

**Assistant Extras Coordinator** | Freud's Last Session Mar 23

Feature film dir. Matthew Brown starring Anthony Hopkins  
Wicklow, Ireland

**Assistant Producer** | Young Plato 2022

IFTA 2022 Winner for Best Feature Documentary, multi award winning Co-  
Production Documentary shot in Northern Ireland

**Assistant Producer** | Girl, Taken 2022

Durban International FF 2022 Best South African Documentary Film, South African  
Co-Production Documentary

**Production Assistant** | Much Ado About Dying 2021

IDFA 2022 Winner for Best Directing, Co-Production Documentary

## ADD. EMPLOYMENT SUMMARY

MADE THIS | Clemenger BBDO, Australia | May – Aug 24

### Production Coordinator

- Social content production: Led the global social media shoot for the Mercedes Maybach.
- Managed end-to-end logistics for commercial shoots: including crew booking & management, location scouting & permitting, and call sheet preparation.
- Stakeholder management: Collaborated with creative teams and clients on campaigns.

Soilsiú Films, Ireland | Nov 20 - Mar 23

### Assistant Producer

- New Business / Funding: Including researching pitching forums and Co Producer Markets for potential collaboration. Working closely with producers to source funding opportunities and assist in the funding applications process.
- Production Support: Liaising and working with directors, producers, editors and sale distributors.
- Financial focus: company bookkeeper responsibilities which include managing cost repots, cash flows, invoices, VAT returns, bank statements, monthly payroll, work alongside the accountant to ensure the accounts are in order.
- Festival Coordinator at Doc Days at Guth Gafa Online Documentary Film Festival