

# Bailey Eales

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## Education and Skills

### BOND UNIVERSITY (2018-2020) – BACHELOR OF FILM AND TELEVISION

Hard Skills/Proficiencies				
Office 365 Suite	Adobe Premiere Pro/Avid Media Composer	Adobe Lightroom	Adobe Photoshop	Movie Magic (Budgeting & Scheduling)
Soft Skills				
Able to demonstrate initiative, strategic planning and decision making		A diligent and self-driven worker with independent and collaborative tasks		Effective at communicating and seeking out tasks during downtime

## Recent Professional Experience (Film and TV Industry)

### TELEVISION

#### 2025: Dustfall (ABC) – Production Coordinator | Line Producer: Pam Collis

- Working with the 2<sup>nd</sup> AD on the daily callsheet and interfacing with departments to populate that document with information.
- Organising the cast transport plot, managing the team of cast drivers and interfacing with cast members as required.
- Generating cast memos and contracts in consult with Producers and Legal and managing the drafting process and collecting signatures.
- Managing all cast related appointments, check in's and restrictions.

#### 2024: Darby and Joan Season 2 – Art Department Coordinator (Setup) | Production Designer: Daniella Rigby, Art Director: Madeleine Barlow

- Generating the department cost report template and handling initial data entry and cost tracking within the document.
- Completing department purchase orders and completing department Petty Cash and Fuel Reimbursements.
- Coordinating runs for the Art Dept runner and interfacing with Production and other departments when they require a larger vehicle for runs.

#### 2023-2024: The Survivors (Netflix) – Art Department Coordinator | Production Designer: Ben Morieson, Supervising Art Director: Daniella Rigby

- Generating the department cost report template and handling data entry and cost tracking within the document.
- Completing department purchase orders and managing department Petty Cash and Fuel Reimbursements.
- Collaborating on the schedule for the set decorating team to bump into and out of properties, assigning staff to cover 2-3 location dresses occurring simultaneously and liaising with Locations around access and any additional requirements either from the decorating team or from the property owners.
- Assisting the Vehicles department with additional vehicle transportation, driving cars between the warehouse and the sets as required.

**2023: La Brea Season 3 (NBC Universal) – Art Department Runner/Assistant Art Coordinator | Production Designers: Carrie Kennedy, Ben Morieson; Supervising Art Director: Kate Saunders, Art Department Coordinator: Daniella Rigby**

- Coordinating runs within the department and interfacing with Production and other departments when they require a larger vehicle for runs.
- In depth cost report analysis and eventual reconstruction of the cost report template to facilitate smoother reporting.

**2022: Last Days of the Space Age (Disney+) – Production Secretary/Assistant Production Coordinator | Line Producer: Pam Collis; Production Manager: Annie Kinnane**

- Generating purchase orders and overseeing Petty Cash and Fuel Reimbursements within the department.
- Organising the cast transport plot, managing the team of cast drivers and interfacing with cast members as required.
- Managing freight and delivery.
- Assisting in travel organisation and arrangements as required.
- Organising office resources and ensuring that supplies and food is kept stocked up.

**FILM**

**2024-2025: Bear Country – Director’s Assistant | Director: Derrick Borte, Producers: Deborah Glover, Mark Fasano, Jeffrey Greenstein, Line Producer: Peta Ross**

- Coordinating the director’s schedule, booking meetings both in person with crew and over Zoom with international acting talent.
- Driving the director to and from both the office during pre-production and set during production.
- Creating maps and other visual aids for action sequences across multiple locations.

**2023: Sharko (Independent) – Production Coordinator (Recreations) | Production Manager: Kyle Lema; Producer: Kylie Pascoe**

- Working with the 2<sup>nd</sup> AD on the daily callsheet and interfacing with departments to populate that document with information.
- Organising the cast transport plot, managing the team of cast drivers and interfacing with cast members as required.
- Managing freight and delivery.
- Collecting onset numbers and coordinating with a third-party catering company for delivery of onset catering.

**Professional Referee’s**

Pam Collis

Line Producer – Troppo/Last Days of the Space Age

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Daniella Rigby

Supervising Art Director – The Survivors

Production Designer – Darby and Joan

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Darren Paul Fisher

Director of Film and Television at Bond University

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Kylie Pascoe

Producer – Mistletoe Ranch/Sharko

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