

# Lleyton Hails

## ABOUT:

I am a dedicated and driven film and video professional with over three years of experience in the Film and Television industry, working across Feature Films and Television Series spanning Drama, Sci-Fi, Romance, and Children's Television. My experience across all stages of production — from Pre-Production through to Post-Production — has strengthened my ability to support Creative Directors and senior leadership, assist with location-based filming, and contribute to high-quality visual storytelling. I bring a strong understanding of production workflows, technical execution, and post-production processes, alongside proven leadership, collaboration, and communication skills. Teamwork is one of my key strengths; I work collaboratively across departments, fostering positive working relationships to ensure productions run smoothly and efficiently. Thriving in fast-paced, people-focused environments, I lead by example, maintain high performance standards, and adapt quickly to changing priorities. I am highly organised, detail-oriented, and motivated to create engaging, show-stopping content that brings brands to life and enhances audience engagement.

## FILM AND TV EXPERIENCE:

### **Space Mouse (Feature Film)**

#### **Assistant to Writer/Director**

*July 2024 – October 2024*

In close collaboration with the Director, Producers, and 1st Assistant Director (AD), I organised the Director's schedule and managed his time across the various time zones. I arranged anything the Director needed, took notes, proofread new versions of the screenplay, handled credit card reconciliation statements, and facilitated effective communication while building relationships between HoDs, crew, and Amazon MGM (the studio behind the feature film), as well as other projects the Director was working on.

### **Tropo Season 2 (Television Series)**

#### **Screen Queensland's Director's Attachment (BLK 4)**

*August 2023 – October 2023*

Under the mentorship of TV Director Grant Brown, I experienced all aspects of the Production process, spanning from Pre-Production to Post-Production. I worked closely with the Director, Producers, Writers, the 1st AD and the DOP. This hands-on experience provided me with invaluable insights including how to block a script, how to direct actors, collaborate with Editors and the Post-Production team on notes from Producers and Television Networks.

### **Tropo Season 2 (Television Series)**

#### **Production Runner (BLK 1-3)**

*May 2023 – August 2023*

### **Rock Island Mysteries Season 2 (Television Series)**

#### **Production Runner**

*October 2022 – April 2023*



## CONTACT DETAILS:

✉ lleytonhda@gmail.com

☎ +61 448 650 591

📍 Located in Clear Island Waters, Gold Coast, QLD, Australia

## EDUCATION:

### ● Bachelor of Film and Television

*Bond University, Gold Coast, QLD, Australia*

Completed in 2020

### ● Diploma of Communications

*Bond University, Gold Coast, QLD, Australia*

Completed in 2019

Throughout my University courses I have achieved high results including a Certificate of Excellence for being First in Class for the unit "Digital Media and Society".

## SKILLS:

### Video Production & Storytelling

- Script analysis, shot planning, and storyboarding support
- Assisting Creative Directors and Art Directors with production execution
- Strong understanding of end-to-end production workflows

### Filming & On-Location Support

- Location-based filming support including equipment setup, operation, and pack-down
- Comfortable working in fast-paced, live production environments.

**Love by the Glass (Feature Film)**  
**Production Runner (Pre-Production Only)**  
*September 2022 – October 2022*

**A Royal in Paradise (Feature Film)**  
**Production Runner**  
*May 2022 – June 2022*

**Elvis (Feature Film)**  
**Post Production PA**  
*January 2022 – March 2022*

Throughout my role, I collaborated closely with Post-Production Coordinator, Post-Production Supervisor, Producers, Editorial, VFX, Music and Bazmark team. I prepared credit card reconciliation statements, drove crew and HoDs, organised refreshments for editorial sessions.

**Tropo Season 1 (Television Series)**  
**Production Runner**  
*July 2021 – October 2021*

In close collaboration with Production Coordinator, Line Producer, Producers, and Assistant Director's (ADs), I prepared Credit Card Reconciliation statements, delivered Rushes and drove Cast. I acted as a liaison between various departments, facilitating efficient communication.

**Love in Bloom (Feature Film)**  
**Production Intern**  
*May 2021 – June 2021*

Fresh from film school. I embarked on this journey with a profound desire to learn and immerse myself in industry standards and best practices. I had the privilege of working in close collaboration with Production Coordinator, Line Producer, Producers and Production Runner.

## RETAIL EXPERIENCE:

**Apple Retail Store Robina**  
**Specialist**  
*September 2025 – March 2026*

In collaboration with team members and management, I delivered exceptional customer experiences by understanding customer needs and recommending Apple products and services. I provided hands-on support across Apple devices, resolved technical issues efficiently, and ensured accurate transactions. Through clear communication and a customer-focused approach, I built strong customer relationships while upholding Apple's service standards.

**Casual Pharmacy Assistant**  
**Scone Discount Pharmacy**  
*February 2017 – January 2019*

During my two years as a Casual Pharmacy Assistant at Scone Discount Pharmacy, I gained valuable experience in retail and customer service within a healthcare setting. My role involved assisting customers with product inquiries, operating the point-of-sale system, and supporting pharmacists with day-to-day tasks such as stock management and merchandising. Through this role, I developed strong teamwork and communication skills by working closely with a small team to ensure efficient service and a positive customer experience. I also learned to work effectively in a fast-paced environment while maintaining attention to detail and a commitment to patient confidentiality.

**Junior Cinema Attendant**  
**Muswellbrook Cinema**  
*August 2016 – December 2016*

My first role in a cinema combined my passion for film with hands-on customer service experience. I assisted guests, handled ticket and retail sales, maintained theatre presentation, and supported smooth operations during busy periods, developing strong communication, teamwork, and confidence in fast-paced environments.

## Editing & Post-Production

- Video editing and motion graphics using Adobe Creative Cloud.
- Version control, file management, archiving, and asset delivery to brief.

## Leadership & Team Collaboration

- Team leadership and mentoring; leading by example on set and in post.
- Confident directing and supporting crew to meet creative and time expectations.
- Strong cross-department collaboration.

## Workflow & Time Management

- Managing schedules, deadlines, and shifting priorities.
- Maintaining efficient workflows to ensure timelines are met.
- Displaying schedules in an interactive way for Producers and Directors.

## Problem Solving & Attention to Detail

- Proactive problem solver with strong attention to detail.
- Adaptable under pressure with a calm, professional approach.

## Communication & Stakeholder Engagement

- Clear communicator across creative, technical, and operational teams.
- Trusted liaison between departments and external partners.

## Software

- Adobe Creative Suite (Premiere Pro, After Effects, Photoshop), Final Cut Pro (Apple Creator Studio Software)
- Fade In, Scriptation
- Microsoft Office, Google Docs, Sheets & Slides

## REFERENCES:

### Becki Trujillo

Film Producer

**Phone:** USA: +1 626 536 8849

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### Pam Collis

Line Producer

**Phone:** +61 438 786 943

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### Schuyler Weiss

Film Producer & Executive at Bazmark

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### David H. Venghaus Jr

Assistant Director/Producer/Director

**Email:** venghausdavid2@gmail.com

**Reference Letter attached.**

DAVID H. VENGHAUS, JR.

ASSISTANT DIRECTOR/PRODUCER/DIRECTOR

DGA

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To Whom it may concern,

I am writing this as a letter of recommendation for Lleyton Hails. I recently worked with Lleyton on a feature film project in Gold Coast, QLD. I was the First Assistant Director on the project and Lleyton worked as the Assistant to the Director on the film.

A large part of my job as First Assistant Director is to coordinate the prep and schedule of the Director and crew. The Director's schedule alone takes a large amount of coordination with his team, lead by his Assistant, Lleyton. Lleyton kept the line of communication flawless throughout the time he was working with my team. I've always believed that the most coordinated projects are those that have good leadership and a flow of communication. Lleyton was pivotal in that. His responsibilities extended to so much more and he took on every task with grace, skill and a smile. A calm and kind demeanor will always be appreciated over a more highly tempered, chaotic personality and Lleyton exemplified the former behavior each day.

I believe that Lleyton would be an incredible asset to any team. He is willing to learn, focused and as mentioned, a nice person to have around. I do hope that you offer him an opportunity to prove that to you if the opportunity is there.

Thanks for the consideration,

David H. Venghaus, Jr.