

INTRODUCTION

Tenacious emerging Assistant Director and Production Secretary with hands-on experience across Feature Films, Documentaries and Shorts. I bring a calm, solutions-focused approach to fast-paced sets, backed by strong organisational skills and a genuine passion for supporting cast, crew, and creative leadership.

I own my own laptop and am proficient in: Microsoft & Google Suite, Movie Magic Scheduler 10 & Studio Binder.

Flexible and available for full-time work at short notice. Willing to travel across Australia & Internationally for opportunities.

PRODUCTION CREDITS

MAR-APR 2026 | **'LOVE ON DECK' | FEATURE**

JAGGI ENTERTAINMENT | *Line Producer: Heather McFarlane | Production Coord: Tina Maruca*

PRODUCTION SECRETARY

Managed Key Cast & ATL Crew TMO's, DPR's, Runner management, coord key cast movements, coordinated with HODS, booked key equipment.

JAN 2026 | **'THORNTON' | FEATURE**

SERVO PRODUCTIONS 28 PTY LTD | *Offset 2nd 2nd AD: Shayla Bright | Onset 2nd 2nd AD: Simon Green*

ADDITIONAL SET PA

Managed 30 BG, Coordinated with the Crowd 3rd, assisted with setting the BG and giving them live directions.

JAN 2026 | **'GOLDCOASTER' | TVC**

BAZMARK INQ | *Production Manager & 1st Assistant Director: Sammi McGrady | Producers: Schyuler Weiss & Fletcher Donohue*

ASSISTANT DIRECTOR / PRODUCTION ASSISTANT

Coordinated Cast & Crew in Accordance with Sammi McGrady, 3 Day Shoot.

DEC 2025 | **'SUBVERSION' | FEATURE (2nd Unit)**

SERVO PRODUCTIONS 23 PTY LTD | *2U 2nd AD: Marieke Spence | 2U Onset 2nd 2nd AD: Stephanie Stretton*

LOCKDOWN SET PA - DAILIES

Managed the perimeter of an SFX Boat Gimbal, in accordance with Safety & SFX

NOV 2025 | **'VOLTRON' | FEATURE (RE-SHOOTS)**

SERVO PRODUCTIONS 10 PTY LTD | *Production Manager: Murray Alford*
OFFICE PRODUCTION RUNNER (WEEK 1 PRE-PRODUCTION)

SEP-OCT 2025 | **'GOOGLE RESEARCH SDM' | DOCUMENTARY**

ATP x TAXI FILM PRODUCTION | *Senior Producer: Annie Kinnane*

ASSISTANT DIRECTOR / PA

Scheduled Shoot, Managed DPR's, Coordinated Crew & Talent, Managed Unit Equipment

SEP 2025 | **'NEXT PET MODEL' | PHOTOSHOOT**

CARIOCA | *Creative Director: Hannah Ariotti*

ASSISTANT DIRECTOR

FEB-MAR 2025 | **'VOLTRON' | FEATURE**

SERVO PRODUCTIONS 10 PTY LTD | *2nd AD: Bethany Stoke*

ADDITIONAL JUNIOR AD SET PA - DAILIES

FEB-MAY 2024 | **'SPIT' | FEATURE**

TRACKING FILMS PTY LTD | *Prod: Felicity McVay*

SOCIAL MEDIA PRODUCER (INTERN)

OTHER

Bring Her Back (2025) - Special Thanks. Worked with Director Danny Philippou & Producer Samantha Jennings (Causeway) to Pre-visualise & block the opening sequence for their film.

*** 1st Assistant Directed 6+ Short Films, Primary AD & Series AD Coordinator for a Web-series - coordinating 6 AD's across three shooting blocks.**

Experience with:

Managing an AD Dept of 4, through months of pre-prod & shooting.

Directing 60 BG through a SPX Stunt in a nightclub.

Coordinating a crew of 35 through car crash sequences, managing safety with safety & stunt supervisors.

EDUCATION

2025

Australian Film Television And Radio School

Assistant Director Fundamentals Intensive

2025

Griffith Film School

Bachelor Film, TV & New Media

2022

Barrington College

Diploma of Business

2022

Somerset College

Queensland Certificate of Education

CERTIFICATIONS

Open Manual Queensland Drivers License

QLD Blue Card (Paid)

Screen Onboarding Course 2024
TAFE QLD

AUS Passport Holder

Duke of Edinburgh Award – Bronze

Australian AirForce Cadets – Corporal

Responsible Service of Alcohol

PADI Open Water Diver Certification

REFEREES

CONTACT DETAILS ON REQUEST

Heather MacFarlane

Feature Film & TV Line Producer / Producer

Agustina Maruca

Feature Film & TV Production Manager / Production Coordinator

Samantha McGrady

Feature Film & TV Production Manager / 1st Assistant Director

Murray Alford

Feature Film & TV Production Supervisor / Production Manager

Annie Kinnane

Feature Film, TV & TVC Line Producer / Production Manager

Carolina Gesser

Feature Film & TVC Producer / Production Manager