

Amy Raffe

Gold Coast | 0448 360 761 | amy.raffe@gmail.com
2026 AACTA Award Winner.

Experience

Untitled (Thornton) | Amazon MGM Studios

Sign Off PA | February 2026 – April 2026

Spa Weekend | Spaw Productions

Directors' Assistant | January 2025 - March 2025

Assistant to both Jon Lucas and Scott Moore, the writers and directors of Spa Weekend.

Responsible for looking after them on set as well as arranging some personal life matters.

Jobs including finding and selecting Stock Footage, editing and collating script drafts to

distribute on Final Draft. Used as rehearsal actor opposite top 7 cast (including Leslie Mann, Anna Faris & Isla Fisher). Used as offscreen dialogue reader.

Monarch S2 | Apple TV/ Legendary TV

Tandem Unit Sign Off PA | August 2024 - December 2024

Stepping on to set to gather each crew member's wrap time and then presenting them in

a formatted excel spreadsheet to assist with daily production reports.

Tango | Royal Blue Productions

Additional Background Makeup PA | August 2024

Assisting with processing 300+ extras through hair and makeup; as well as organizing continuity paperwork & photos.

A Series of Unfortunate Dates | White Bonnet Films

Creator/ Producer/ Writer | January 2024 – February 2026

Wrote, developed, crewed, produced, funded, marketed and distributed a 6 part vertical comedy series. Series won 'Best Online Comedy or Drama' at the 2026 AACTA Awards.

Married At First Sight Season 11 | Endemol Shine

Runner | July 2023

Driving 12-seater crew vehicle from location to unit base and vice versa. Completing deliveries to and from set. Assisting art department in set decorating and pack down.

Assisting unit in whole location bump out.

La Brea Season 3 | NBCUniversal

Extras Casting Assistant | April 2023 – June 2023

Ensuring extras went through the appropriate departments on set. In charge of sign in/sign

out, all paperwork, pre-shoot costume fittings and on set feedback.

Rock Island Season 2 | Fremantle Media \ Nickelodeon

Extras Casting Coordinator | December 2022 – April 2023

Irreverent | Matchbox Pictures

Locations Assistant | January 2022 – February 2022

Pedestrian control as well as assisting with organizing crew in location moves.

Rock Island Mysteries | Fremantle Media \ Nickelodeon

Extras Casting Coordinator | June 2021 – November 2021

Collaborating with HODs including Producers, Directors and Ads to write casting briefs. Communicated said briefs to talent agents, shortlisted submitted talent, booked extras, communicated and gathered all important information (call sheets, costume briefs, cast paperwork).

Responsible for extras on set (signing them in and out, getting them through costume and makeup checks).

The Portable Door | Feature Film

Production Secretary | April 2021 – May 2021 Pre- pre – production organisation.

Navigated the set-up of office supplies, purchase orders, petty cash reimbursements, crew lists, paperwork distribution. As well as being responsible for all crew

paperwork, COVID check-in logs, cast lists and other miscellaneous organisation requirements.

Black Site | Feature Film

Production Secretary | January 2021 – March 2021

Responsibilities included general administration work, writing and distributing daily production reports, arranging daily sides for cast and crew, entering purchase orders, organising department

consumables and managing the daily tasks of the production runner.

The Possessed | Feature Film

Producer's Assistant Intern | January 2021 – March 2021

Assisted the Producers and Production Coordinators in the office; tasks included curating call sheets, daily production reports and vendor lists, as well as assisting Unit and runners on location

Neighbours | Fremantle Media

Junior Assistant Work Experience | 1 week 2012

Observed both in studio and on location production during filming for *Neighbours*.

Specifically

spent time with the lead lighting technician on the importance of light placement, shot size, actor

marks and continuity. Second half of the week was spent in the editing suite, watching the attention to detail required for cutting together shots and dialogue

Other Experience

SEPTEMBER 2022 – FEBRUARY 2023 | Biggera Waters, QLD

Casting Manager & Logistics Manager | Real Deal Entertainment

JUNE 2021 – MARCH 2022 | Helensvale, QLD

Operations Assistant | Village Roadshow Studios

JUNE 2018 | Los Angeles, California, USA

Marketing & Distribution Internship | Village Roadshow Entertainment Group

2015 – 2017 | South Melbourne, VIC

Course Coordinator for Film & Television Studio International (Acting School) \ Agent Assistant for

McMahon Management (Talent Agency) | McMahon Entertainment Group

Skills Summary

Excellent communication skills; both written and verbal. Strong collaborator and team player.

Very

organised and good ability to multi-task.

Proficient use of Davinci Resolve, Final Draft, EzyPO, SetKeeper, Zoom, Excel, Word,

Powerpoint

(and the Google equivalents).

Have own car and full driver's licence.

Education

Screen Queensland Attachment | BLACK SITE FILM 2021

Completed alongside job as Production Secretary.

Bachelor of Communication | RMIT 2018

Graduated with distinction in the Media & Journalism stream. Experience includes practical film and television production, screenwriting, creative writing, article composition

and publishing and interviewing.

Cert III Screen & Media | Eltham College 2013

Screenwriting, various crew positions (camera, sound, lighting), directing and editing own

short films.

References:

Upon request.