

Danielle Carey

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PROFILE

Experienced production worker seeking a position with a strong company in which to use my skills to further my career and contribute to the success of the organisation.

WORK EXPERIENCE FOR PRODUCTION COMPANIES FOR FILM, TELEVISION AND ONLINE CONTENT

2017- Present

PRODUCER

Oversaw and supervised each project from conception to completion. Executed and performed duties such as reading, researching, and assessing ideas and finished scripts. Built and developed a network of contacts to raise funds to market the project. Used and utilised computer software packages for screenwriting, budgeting and scheduling. Controlled and managed the budget and allocated resources. Solved frequent problems concerning scheduling issues, equipment rentals, and shooting spaces. Assisted Directors and Co-Producers in casting sessions and shooting location of the film. Supervised production team. Story consulted. Creative in the production of sets, scripts, cast and all other aspects of production.

2016- Present

ASSOCIATE PRODUCER

Assisted in project execution within established budgets and timeframes. Researched site venues and vendors, maintain venue/ vendor files and contact details. Scouted and secured locations, casted talent, and procured crew. Managed various social media accounts to reach and engage fans while keeping on brand. Coordinated video shoots on a weekly basis in collaboration with writers and fellow producers. Provided creative, administrative support contributing ideas and creative ways to develop show content. Coordinated the schedules of crew-members. Organised Producers and Directors personal and professional calendars. Assisted Producer and Director at castings and callbacks. Organised Talent rollover. Organised and maintained talent database.

2015- Present

JUNIOR PM

Helped the production manager sets budgets, created filming schedules and helped manage production teams. Worked with directors and the senior production team to create a filming schedule, allocated production resources and ensure projects don't go over budget. Hired production crew members, hired equipment for filming and production, including cameras, lighting and sound equipment hired outside contractors to provide services. Booked filming, editing and production venues and locations. Delegate tasks, organised production teams. Managed the day to day running of the production during filming, including budgets and logistics. Ensured the production runs on the agreed schedule. Secured filming permits and ensured the production operates according to laws and regulations. Provided senior producers or production companies with progress reports during filming. Provided solutions to unexpected problems or delays during production, such as bad weather or budget cuts.

2013- Present

SENIOR PRODUCTION COORDINATOR

Set up and ran production office, supervised production assistants, managed all communication systems, managed schedules, coordinated all travel requirements, consolidated credit card reconciliation, created and sent out call sheets, arranged catering for shoots, booked and coordinated crew, responsible for ensuring quality assurance and that the production team meets scheduled goals.

2012- Present

SCREENWRITER

Performed research to ensure that characters were well developed, dialogue realistic and plots believable. Wrote and revised scripts in standard screenwriting format. Articulated and instructed vision for each scene related to actors, production and technical crew. Acted as ghost writer and assisted senior writers in punching up dialogue on set. Have several screenplays and treatments at various stages of development.

2019- Present

SCRIPT EDITOR/SCRIPT DOCTOR

Assessed the commercial viability of various screenplays. Helped address specific issues with a script prior to its production. Helped the writers to successfully tell their story in a way that connects with their intended audience. Balanced the writers' desires and creative vision with the business requirements of the production company and/or film studio. Helped screenwriters to map out their story by providing an analytical overview of their work. Guided writers through the development process to realise the potential of their work. Identified any problem areas and assessed where the script is working and when there are problems which need solutions and provided such solutions. Worked closely with the screenwriters to help maintain narrative structure and character development. In some cases, Adjusted or rewrote script.

TRAINING & EDUCATION

- How to leverage LinkedIn as a creator workshop
- Alternative funding methods workshop
- Identifying and engaging with audiences workshop
- Working with Screen Australia workshop
- AFTRS – Introduction to Producing
- Charles Sturt University – Digital Marketing- online and social media
- The Open University – The Business of film

Skills

Analyse scripts in depth and give advice and feedback on how to improve them. Physically and mentally able to work long hours on a regular basis. Professional and personable nature. Ability to work independently and in a team in fast-paced pressurised environments. Extensive knowledge of the concepts, methods and techniques of creating unique films. Writing creative or factual. Excellent language and writing skills. Creativity and imagination to come up with original ideas. A genuine desire to achieve, excel and evolve. Ability to grasp new ideas and integrate them into desired results. Resilience to cope with rejection and having to rewrite scripts. Brand Management. Possess strong commitment to team environment dynamics with the ability to contribute expertise and follow leadership directives at appropriate times. Thrive in a team environment and work well with others. Combine patience, determination, and persistence to troubleshoot issues. Dynamic, results-oriented problem solver. Excellent written and verbal communication skills with the ability to converse at all levels. Confident, articulate, and professional speaking abilities and experience. Empathic listener and persuasive speaker.

Work References

Ben Commens
The First Inventors Executive Producer- 0424 566 505
Stef Foerster
Ronde Media Production Supervisor- 0452 551 665
Matt Challinor
Space Invaders Director- 0450 902 632

Character References

Sheay Diamond
Delivery Lead- Marketing Projects- ABC- 0433 100 606

Credits

TYPE	Dates	PRODUCTION	ROLE	COMPANY
FILM	2023	Beyond the Flags	Writer	Toil Films
	2023	Don't Open the Door	Writer/Producer/Director	
	2021	In gods Hands	Script Editor	Iris Arc Productions
	2021	Fly Girls	Script Editor	Toil Films
	2021	Shredded	Associate Producer	Iris Arc Productions
	2020	Contract	Writer/Script Editor	Iris Arc Productions
	2019	The Unknown	Writer/Producer/EP	
	2019	Twisted	Writer/Producer/EP	
	2016	Checkmate Flatmate	Writer/Producer/EP	
	2011	Trading Places	Writer/Producer/EP	
TV	2023	Dream Homes	Production Coordinator	ESA
	2023	Adobe: Women in power	Production Coordinator	Emotion Studios
	2023	Space Invaders	Senior Production Coordinator	WTFN
	2022	CODE 1: Minute by Minute	Production Coordinator	WTFN
	2022	The First Inventors	Production Coordinator	Ronde Media
	2021	Australian Open	Associate Producer	Channel Nine
	2020	Eight & Bob	Writer	Toil Films
	2020	Rough Night	Writer	Iris Arc Productions
	2020	Australian Open	Associate Producer	Channel Nine
Web Series	2017	The Oxford Circus	EP/Producer/Script Editor	CLC Productions
Commercial	2019	Deliveroo	Production Coordinator	Elastic Studios
	2019	H&M Christmas Campaign	Production Coordinator	Elastic Studios
	2019	Oporto	Production Coordinator	Elastic Studios

TYPE	Dates	PRODUCTION	ROLE	COMPANY
	2019	Blackmores	Production Coordinator	Elastic Studios
	2019	Herbal Essence	Production Coordinator	Elastic Studios
	2019	LOL Surprise	Production Coordinator	Elastic Studios
	2019	Lad Bible	Production Coordinator	Elastic Studios
	2019	Suspedables	Production Coordinator	Elastic Studios
	2019	Daikin	Production Coordinator	Elastic Studios
	2019	Abbvie	Production Coordinator	Elastic Studios
	2015	VistaPrint	Production Coordinator	One3Six
	2015	Choosi Insurance	Production Coordinator	One3Six
	2015	Real Insurance	Production Coordinator	One3Six
	2015	RSPCA Pet Insurance	Production Coordinator	One3Six
	2015	Guardian Insurance	Production Coordinator	One3Six
	2015	Aussie Insurance	Production Coordinator	One3Six