



**KATE RITCHIE**

PRODUCTION MANAGER

PRODUCTION CO-ORDINATOR

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booking agent: Top Techs Mgmt (9958 1611)

**2016**

FINCH	Salesforce	Production Co-Ordinator
UFO	Hyundai	Production Manager
WHERE THERE'S SMOKE	Nulon,	Production Manager
TAZER	Comfort	Production Manager
DRUM CREATION	Mentos, Bourjois	Production Manager
MCCANN ERICKSON	Destination NSW	Production Manager
PHOTOPLAY	Samsung	Production Co-Ordinator
COLLIDER	Blackhawk, Nespresso	Production Co-Ordinator
CLEMENGERS	Hungry Jacks	Production Manager

**2015 ( Maternity leave)**

**2014**

AIRBAG PRODUCTIONS	Cathay Pacific	Production Manager
FINCH	Animals Australia, NSW Gambling Office	Production Manager
NETWORK 10	Family Feud Launch	Production Manager
8 COM	Wet N Wild, NRL	Production Manager
SIX FOOT SULTANS	Kelloggs	Production Manager
FILMGRAPHICS	Telstra	Production Co-Ordinator
RABBIT	Holden	Production Co-Ordinator
ROTOR STUDIOS	Toyota	Production Co-Ordinator
BMF	Jeep	Production Co-Ordinator
SHEEPISH LION	Luna Park	Production Manager

**2013**

STARCHILD PRODUCTIONS	Four Seasons	Production Manager
BENTO	Isuzu	Production Co-Ordinator
PRODIGY	Beyonce Music Video	Production Co-Ordinator
RICKSHAW PIX	Bondi Hipsters	Production Manager
FINCH	Sony Foundation, Sony	Production Co-ordinator Production Manager
SHEEPISH LION	Lifestyle Channel	Production Manager
SIX FOOT SULTANS	Kelloggs	Production Manager
ANTONYM MEDIA	Wild Turkey, Hahn Super Dry	Production Manager
KITE PRODUCTIONS	Pizza Hut, Pepsi Co, Commonwealth Bank	Production Co-Ordinator, Production Manager
JUNGLE BOYS	The Gentlemans Guide to Knife Fighting, Pilot	Casting Co-Ordinator, Production Manager
SIX FOOT SULTANS	The Daily Telegraph	Production Co-Ordinator
ORANGE WHIP FILMS	Choice, Kirks	Production Co-Ordinator
COOPER ST FILMS	Hermitude 'Speak of the Devil' music video	Producer

## 2012

FILM CONSTRUCTION	Panasonic, Voiceless, Hungry Jacks, Sunday Telegraph	Production Co-Ordinator Production Manager
CURIOUS FILMS	Bundaberg Rum	Production Co-Ordinator
K&K MCGRATH	Origins, Nissan	Production Co-Ordinator
MOSAIC FILMS	Daikin, Women's Health, Insurance Line, Mitsubishi	Production Co-Ordinator

## 2011

KITE PRODUCTIONS	Woolworths, Commonwealth Bank, Pizza Hut, David Jones	Production Co-Ordinator, Production Manager
ESSENTIAL MEDIA	Qantas	Production Co-ordinator
RESOLUTION DESIGN	AGL	Production Manager
EXIT FILMS	Sony	Production Co-ordinator
FILM CONSTRUCTION	<a href="http://domain.com.au">domain.com.au</a> , P&O, RAMS	Production Manager
ORANGE WHIP FILMS	NRL	Production Co-ordinator
FOX SPORTS	Hungry Jacks	Production Co-ordinator
AFTRS	Documentary, Short film (Godel Incomplete)	Production Manager
ROSE COLOURED WORLD	Only China	Production Co-ordinator
MOSAIC FILMS	Jim Beam, Insurance Line, Kia Motors, QLD Childrens Hospital, Mitsubishi, Daikin, Jim Beam	Production Co-ordinator

**2010**

**Dec – Feb 2010, Like Productions, North Sydney**

- Production Co-Ordinator

**Nov 07 – Nov 08, J Walter Thompson, Sydney**

- Junior Producer – animatics, radio and TVC adapts
- Day to day activities are similar to previous job but due to larger workload, greater responsibilities and tighter deadlines I have found this job to be greater challenge.

**Jan 05 – Oct 07, McCann Erickson, Sydney**

- Tape operator – creation of mpegs, stills and in-house editing
- Approval of TVC's through government body Commercials Advice – organised paperwork, substantiation from clients and other government requirements.
- Distribution of TVCs to stations through Adstream.
- Junior Producer – managed various adaptations and revisions to existing TVCs. Also produced radio and cinema.
- Negotiations with talent and their agents – negotiate talent contracts including costs, territories and additional options.
- Responsible for TV department invoices and management of talent payment.
- Travel booking – managed travel requirements for all TV shoots and department travel both domestic and international.
- Liaison between agents and clients – all inquiries regarding existing past commercials from both the clients and the public.
- Assist Creative Director in sourcing materials for pitches and new business.

## **TIMELINE**

2015 - Maternity leave

2010-2017 - Freelance

2009/2010 – Like Productions, North Sydney

2009 – Station hand and cook for Leconfield Jackaroo School, Tamworth

2008/2009 – Front of House manager @ Alkaline Spa & Clinic. Potts Point

2007 – Completed Adschool course in TV Production

2007/2008 – JWT Sydney

2005/2007 – McCann Erickson

2004 – Overseas travel

2001/2003 : BA (Communications) Online Media Production, Charles Sturt University, Bathurst.

## **REFERENCES**

### **PRODUCER**

WARWICK BOULTER / 0419 293 184

### **PRODUCTION MANAGER**

SASSICA DONOHOO / 0424 290 043