

HANNAH KELLY

PRODUCTION COORDINATOR /
ASSISTANT PRODUCER



0468 600 877



hannahbethkelly@gmail.com



Melbourne, VIC

EDUCATION

Bachelor in Business Studies and Arts Management with Honours,
IADT Dun Laoghaire,
2011-2016

SKILLS

- Production Coordinating
- Crew & Equipment Booking
- Travel & Accommodation Management
- Call Sheet, Scheduling, Script distribution
- Location Scouting & Permitting
- Team Management
- On Set Assist. Directing.
- Cast & Crew Contracts (IRE)
- Child Licensing (IRE)
- Proficient in Microsoft Suite, SetKeeper, DocuSign
- Full Clean Manual Driver License

ABOUT ME

A sharp, adaptable Production Coordinator with a keen eye for detail, driven by a passion for film and television. My experience spans documentary, long form, episodic TV drama, reality TV and TVC production, where I have honed my skills in coordination, organization, and creative collaboration.

FILM CREDITS

Production Coordinator Scream Queen New project dir. by Ti West Dublin, Ireland	May – Jul 25
Production Coordinator Bucking Fastard Feature film dir. Werner Herzog Dublin, Ireland	Feb – May 25
Travel & Accommodation Coordinator Victorian Psycho Feature film dir. Zachary Wigon Dublin, Ireland	Jan 25
Cast Wrangler Naked and Afraid Discovery Plus US Reality Show QLD, AUS	Sept – Nov 24
Production Coordinator Long Way for A Beer Miniseries for Great Northern Entertainment YouTube dir. Thomas Pollard NSW/QLD, AUS	May – Aug 24
Assistant Production Coordinator Small Town Big Story Episodic drama for Sky written by Chris O'Dowd Wicklow, Ireland	Jun – Dec 23
Assistant Production Coordinator Faithless Episodic drama for Virgin Media dir. Declan Reeks Wicklow, Ireland	Apr – May 23

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INTERESTS

Tennis
Hiking
Reading
Music
Theatre

REFERENCES

Available upon request

FILM CREDITS CONT.

Assistant Extras Coordinator Freud's Last Session	Mar 23
Feature film dir. Matthew Brown starring Anthony Hopkins	
Wicklow, Ireland	
Assistant Producer Young Plato	2022
IFTA 2022 Winner for Best Feature Documentary, multi award winning Co-Production Documentary shot in Northern Ireland	
Assistant Producer Girl, Taken	2022
Durban International FF 2022 Best South African Documentary Film, South African Co-Production Documentary	
Production Assistant Much Ado About Dying	2021
IDFA 2022 Winner for Best Directing, Co-Production Documentary	

ADD. EMPLOYMENT SUMMARY

MADE THIS | Clemenger BBDO, Australia | May – Aug 24
Production Coordinator

- Social content production: Led the global social media shoot for the Mercedes Maybach.
- Managed end-to-end logistics for commercial shoots: including crew booking & management, location scouting & permitting, and call sheet preparation.
- Stakeholder management: Collaborated with creative teams and clients on campaigns.

Soilsú Films, Ireland | Nov 20 - Mar 23
Assistant Producer

- New Business / Funding: Including researching pitching forums and Co Producer Markets for potential collaboration. Working closely with producers to source funding opportunities and assist in the funding applications process.
- Production Support: Liaising and working with directors, producers, editors and sale distributors.
- Financial focus: company bookkeeper responsibilities which include managing cost reports, cash flows, invoices, VAT returns, bank statements, monthly payroll, work alongside the accountant to ensure the accounts are in order.
- Festival Coordinator at Doc Days at Guth Gafa Online Documentary Film Festival