



# MELANIE POTTS

PRODUCTION SERVICES | ASSISTANT DIRECTOR

## FILM / TV

Aug 2024 - Jan 2025

### PRODUCTION SECRETARY

UPM: Paul Walton

Production Supervisor: Paula Salini

"ALL HER FAULT"

Match Box/NBC Universal  
TV Series

July 2024 - Aug 2024

### PRODUCTION RUNNER

UPM: Paul Walton

Prod Supervisor: Paula Salini

"ALL HER FAULT"

Match Box/NBC Universal  
TV Series

June 2024

### PRODUCTION RUNNER

Producer: Mark Risso-Gill

"EVE OF DESTRUCTION" PROMO

ABC  
TV Series

Sept 2023 - Feb 2024

### PRODUCTION RUNNER

Production Manager: Jane Lindsey

"TIPPING POINT" S1

Endemol Shine  
TV Series

Aug 2023

### AUTOCUE OPERATOR

Producer/Shooter: Richard Mockler

"ARTWORKS"

ABC  
TV Series

July 2023

### PRODUCTION RUNNER

Line Producer: Aaron Matthews

"THE BACHELORS"

Warner Bros.  
TV Series

June 2023

### ADDITIONAL AD

First AD: Phil Jones

"ADDITION"

Made Up Stories & Buon Giorno Productions  
Feature Film

Apr 2023 - June 2023

### PRODUCTION RUNNER

Line Producer: Jane Forrest

"ADDITION"

Made Up Stories & Buon Giorno Productions  
Feature Film

0435 221 262



mel.l.potts@gmail.com



Caulfield



## Profile

Passionate and focused worker,  
who is reliable and enthusiastic.

Team and individual worker, keen  
for new responsibilities.

Puts effort and care into every  
aspect of work, and stays reliant.

## EDUCATION

BACHELOR OF  
FILM & TV PRODUCTION

JMC Academy  
2013 - 2016

## CERTS

Full Drivers Licence & Car

Working With Children's Check

First Aid & CPR Trained

Triple Covid Vaccinated



# MELANIE POTTS

ASSISTANT DIRECTOR | PRODUCTION SERVICES

## FILM / TV

Mar 2023

### ART RUNNER

Production Designer: Peta Lawson

"NEIGHBOURS"  
Fremantle Media  
TV Series

Block 4: Ep 10

### ADDITIONAL AD/PA

First AD: Pauline Walker

"SPOOKY FILES"  
ABC  
TV Series

Oct 2022 - Feb 2023

### PRODUCTION RUNNER

Line Producer: Paul Walton

"SPOOKY FILES"  
ABC  
TV Series

May 2022 - July 2022

### COVID SUPERVISOR &

### REPLACEMENT AD

Producer: Vincent Sheehan

"FISK" S2  
ABC, Omiga45  
TV Series

Jan 2022 - Apr 2022

### COVID ASSISTANT

Producer: Sarah Shaw

"RUN RABBIT RUN"  
Carver Films  
Feature Film

Sep 2021 - Dec 2021

### COVID KEY ONSET

### EXTRAS PA

Producer: Paul Sullivan

"SHANTARAM"  
Paramount Pictures  
TV Series

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## OTHER EXPERIENCE

### MANAGER ON DUTY

Village Cinemas Jam Factory

Aug 2017 - Dec 2023

### SHIFT MANAGER

McDonald's Braeside

Nov 2009 - May 2017

## VOLUNTEER

### RED CROSS PORT MELBOURNE

Op Shop Retail Volunteer

Apr 2024 - Jul 2024