

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, Dublin
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
- Working with Children
Check (VIC)

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 | My Reno Rules
Reality Format Series for Endemolshine
Melbourne, VIC
Oct – Nov 25

Production Coordinator | Scream Queen
New project dir. 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 Wigton
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

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INTERESTS

Tennis
Hiking
Reading
Music
Theatre

REFERENCES

Available upon request

FILM CREDITS CONT.

Assistant Production Coordinator | Faithless Apr - May 23
Episodic drama for Virgin Media dir. Declan Recks
Wicklow, Ireland

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

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.

Soilsiú 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 repots, 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