

JESS PENELOPE JUNOR

March 2025
0406 581 711
jess.junor@gmail.com

PRODUCER | PRODUCTION MANAGER | PRODUCTION SERVICES

Freelance TVC Producer & Production Manager with background working in-house at production companies. Proven ability to manage end-to-end production, from budgeting to creative problem-solving. Strong work ethic, adaptable, and tech-savvy.

SOME OF THE PROJECTS I'VE WORKED ON....

ROLE	PROD CO	TITLE	DIRECTOR	PRODUCER	DATE
Prod Coordinator	Palomina	Nintendo Celebrity	Matt Weston	Kate Merrin	2025
Prod Coordinator	Palomina	Nintendo Brand	Matt Weston	Kate Merrin	2025
Post Producer	Poppet	M&M'S Australian Open 2025	Lizzy Bailey	Beth Malcher	2024
Prod Coordinator	Sedona	ISUZU Next Gen Launch	Matt Murphy	Kim Wildenburg	2024
Prod Coordinator	Reelbase	Samsung Facilitation Job	Shane Lee	Alexandra Galloway	2024
Prod Coordinator	Exit Films	Woolworths Christmas	Glendyn Ivin	Alice Grant	2024
Prod Manager	Hooves	Hard Rated Cheeky	Ayappa	Renae Begent	2024
Prod Manager	Sedona	Dodo Brand	Ben Saunders	Kim Wildenburg	2024
Producer	Poppet	Insurance Council of Australia	Jono Nyquist	Jess Junor	2024
Producer	Poppet	MRC Caulfield Cup	Pete Moore	Jess Junor	2024
Prod Manager	Airbag	Aus Gov Abuse of Older People	Eddy Bell	Megan Ayers	2024
Prod Manager	Airbag	Engie Brand	Eddy Bell	Fiona McGregor	2024
Producer	Airbag	AIA Brand	Will Horne	Jess Junor	2023
Producer	Airbag	Monash University Change It	Bec Peniston-Bird	Jess Junor	2023
Prod Coordinator	Airbag	Nintendo Summer Campaign	Ben Saunders	Selin Yaman	2023
Prod Coordinator	Airbag	Vic Gov Leave Early	Rune Milton	Karen Sproul	2023
Producer	Airbag	Dairy Australia Every Step	Bec Peniston-Bird	Jess Junor	2023
Prod Coordinator	Airbag	Nintendo Autumn Campaign	Ben Saunders	Selin Yaman	2023
Prod Coordinator	Airbag	AAMI Bargain Regret 2.0	Rhett D'Arrietta	Karen Sproul	2023
Prod Coordinator	Airbag	Coles Easter	Will Horne	Martin Box	2023
Prod Manager	Airbag	Vic Gov Fire Awareness	Will Horne	Martin Box	2023
Prod Manager	Airbag	Toyota Late in Life Learners	Bec Peniston-Bird	Johanna Rayner	2023

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Prod Coordinator	Airbag	Coles Christmas	Ariel Martin	Karen Sproul	2022
Prod Coordinator	Airbag	Bakers Delight Easter Buns	Christopher Hill	Johanna Rayner	2022
Prod Manager	Airbag	Nutrien Brand	Will Horne	Christine Tan	2022
Prod Coordinator	Airbag	Commbank Brand	Ariel Martin	Melissa Weinman	2022
Prod Coordinator	Airbag	AAMI Bargain Regret	Rhett D'Arrietta	Karen Sproul	2022
Prod Coordinator	Airbag	XERO Better Business	Christopher Hill	Juliet Shelton	2022
Prod Assistant	Airbag	Inghams Chicken Brand	Will Horne	Selin Yaman	2022
Prod Manager	Airbag	ISUZU Evolution	Travis Hogg	Elizabeth Rocka	2022
Prod Support (Remote)	Airbag	FWD Insurance Brand	Eddy Bell	David Curry	2021
Prod Manager	Airbag	Devondale Butter	Will Horne	Johanna Rayner	2021
Prod Manager	Airbag	QV Brand	Will Horne	Johanna Rayner	2021
Prod Manager	Airbag	Lifestyle Communities	Ben Saunders	David Curry	2021
Prod Manager	Airbag	Kettle Crackers	Will Horne	Johanna Rayner	2021
Producer	Airbag	Officeworks Create-a-thon	Richard Franc	Jess Junor	2021
Prod Manager	Airbag	Lifestyle Communities	Ben Saunders	David Curry	2021
Prod Coordinator	Airbag	Suzuki EOFY Sash	Christopher Hill	Martin Box	2021
Prod Support (Remote)	Airbag	Seek Skills Napoleon Dynamite	Craig Melville	David Curry	2021
Producer	Airbag	WWF Regenerate Australia	Will Horne	Jess Junor	2021
Prod Manager	Airbag	Powershop Brand	Ben Saunders	David Curry	2021
Prod Coordinator	Airbag	Tennis Australia	Ariel Martin	Martin Box	2021
Prod Coordinator	Airbag	RiverView Farms Porkies	David Rittey	Martin Box	2020
Producer	Airbag	Catholic Super	Will Horne	Jess Junor	2020
Prod Support (Remote)	Airbag	MLA Lamb	Ariel Martin	Megan Ayers	2020
Producer	Airbag	TAC Split Second Film	Nicholas Carlton	Jess Junor	2020
Prod Coordinator	Airbag	KIIS 101.1 FM Jase & PJ	Grantley Smtih	David Curry	2020
Prod Assistant	Airbag	Dairy Australia	Will Horne	Selin Yaman	2020
Prod Coordinator	Airbag	GMHBA	Ben Saunders	Martin Box	2020
Prod Manager	Airbag	Worksafe Young Workers	Aaron Wilson	Martin Box	2019
Prod Coordinator	Airbag	CitiPower, PowerCore & United Energy Good People in Power	Will Horne	Martin Box	2019

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Prod Assistant	Airbag	Kayo Shane Warne	Ariel Martin	Alex Tizzard	2019
Prod Manager	Airbag	MIFF + TAC Split Second Film	Will Horne	Martin Box	2019
Producer	Universal Music	Bag Raiders Wild At Heart Music Video	Sunny Leunig	Jess Junor	2019
Prod Assistant	Airbag	Honda EOFY	Travis Hogg	Fiona McGregor	2019
Prod Assistant	Airbag	Rate My Agent	Ben Saunders	Selin Yaman	2019
Prod Assistant	Airbag	Open University's Australia	David Rittey	Selin Yaman	2019
Prod Assistant	Airbag	Victoria's Big Build	Ben Saunders	Selin Yaman	2019
Prod Coordinator	Airbag	King Island Dairy	Will Horne	Martin Box	2019
Locations Coord	Feature Film	The Very Excellent Mr Dundee	Dean Murphy Locations Manager: James Romeril	Nigel Odell	2018
Producer	Mushroom	Dan Sultan Live Sessions	Sunny Leunig	Jess Junor	2018
Prod Assistant	Studio Bento	Melbourne Int. Games Week	Jess O'Farrell	Jess O'Farrell	2018
Prod Assistant	Exit Films	Samsung Do What You Can't	Tom Campbell	Fiona Pakes	2018
Prod Manager	Otto	50 Shades of No	Annelise Hickey	Jess Langley	2018
Content Producer	Otto	Bakers Delight No Shortcut to Fresh	Tim Potter	Jess Junor	2018
Producer	Otto	Telstra Labs	Brett Ludeman	Jess Junor	2018
Prod Assistant	Otto	Ford Brand	Tim Potter	Jess Langley	2018
Prod Assistant	Jump	Chemist Warehouse Lifespace	Paul Goldman	Jennie McCartney	2018
Prod Assistant	Jump	Chemist Warehouse Wagner	Jeff Johnson	Jennie McCartney	2018
Prod Assistant	Jump	Chemist Warehouse Healthy Break	Jeff Johnson	Jennie McCartney	2018
Prod Assistant	Exit Films	SPC Brand	Tom Campbell	Francesca D'Orazio	2018
Prod Assistant	Exit Films	Family Violence Prevention	Ben Lawrence	Matt Reader	2018
Prod Assistant	Exit Films	Victoria's Big Build	Ben Saunders	Selin Yaman	2017
Prod Manager	VCA Film	An Act of Love (Short Film)	Lucy Knox	WAM Bleakley & Daphne Do	2017
Producer	Exit Films	Lakyn West (Music Video)	Sunny Leunig	Jess Junor	2017
Prod Assistant	Exit Films	Medibank	Ben Saunders	Selin Yaman	2017
Prod Assistant	Exit Films	Beyond Blue	Glendyn Ivin	Karen Sproul	2017
Prod Assistant	Exit Films	ANZ Christmas Lights	Ben Saunders	Kat Latour	2016
Prod Assistant	Exit Films	TAC Knocking On Doors	Ben Saunders	Kat Latour	2016

IN-HOUSE PRODUCTION/POST EXPERIENCE

AIRBAG PRODUCTIONS

Jan 2019 - May 2024 | Producer & Production Manager

Jul 2021 - Jun 2023 | Production Manager

Dec 2019 - Jun 2021 | Production Co-ordinator

Jan 2019 - Dec 2019 | Production Assistant

Full-time ongoing employment. Directly reporting to the Executive Producer and the Managing Partner with day to day business in addition to working on productions in-house through pitching, production and job wrap. Managed budgets of 70K to 450K as a Producer & Production Manager.

EXIT FILMS

Jun 2017 - Dec 2017 | Production Assistant

Apr 2016 - Jun 2017 | Office Manager & Production Assistant

Full-time ongoing employment. Key Responsibilities included: front of house/reception tasks such as office upkeep, answering the phone and redirecting calls, and booking couriers, taxis and travel arrangements. Also responsible for assisting the producers on productions as per request; often including travel arrangements, arranging catering, location research, compiling and creating documents and managing job wrap requirements.

METHOD STUDIOS

Jan 2016 - April 2016 | Reception & Client Services

Short term temporary cover for Front of House staff leave periods at a large post production facility involved taking on reception duties, greeting clients and directing calls, managing daily hospitality needs for multiple edit suites, reporting to the producers and general manager.

THE BUTCHERY & THE REFINERY

May 2014 - March 2016 | Client Services

Freelance Client Services for Editorial & Post Production Houses. Key duties included greeting guests, arranging catering, managing stock and maintaining the edit suites reporting to the Office Manager.

RMITV STUDENT COMMUNITY TELEVISION INC

Jan 2015 - Mar 2016 | General Manager

Responsible for overseeing operations of Management Team and the development and engagement of Student Community Television, RMIT University's student run production house comprised of over 450 members. Reported to multiple stakeholders; Student Community Television Board, RMIT University marketing and student services departments, RMIT Student Union Representative Council, RMITV Leadership team and RMITV Membership. Co-created and managed multiple productions and content delivery, facilitated workshops and events, participated in committees and growing teams within RMITV.

EDUCATION & TRAINING

THE UNIVERSITY OF MELBOURNE | July 2024 | Introduction to Virtual Production

OPEN CHANNEL | October 2016 | Short Course Production Management

RMIT UNIVERSITY | 2016 | Diploma of Languages (French)

RMIT UNIVERSITY | 2012 - 2015 | Bachelor of Communications (Media)

- Graduated with Distinction
- Recipient of the John Storey Junior Memorial Scholarship in 2013 for exchange to France
- Member of Golden Key International Honour Society since 2014

SKILLS

- Showbiz Budgeting • Document Layup (Adobe / Pages / Google Slides) • Basic Editing / Cutdowns • MacOS • Windows Capable • Google Drive Suite • Adobe Creative Suite (InDesign / PhotoShop / Premiere) • Advanced Google Sheets / Excel Skills • Systems Focused • Australian Drivers License (September 2012) • Manual License • Working With Children Check • High Proficiency in French
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VOLUNTEER EXPERIENCE

COMMUNITY BROADCASTING FOUNDATION | Grants Assessor | August 2017- present

RMITV STUDENT COMMUNITY TELEVISION INC | Treasurer | Sept 2018-June 2020

RMITV STUDENT COMMUNITY TELEVISION INC | Ex-Officio to the Board | April 2016 - Sept 2018

MELBOURNE INTERNATIONAL FILM FESTIVAL | Festival Volunteer | August 2015

MELBOURNE INTERNATIONAL FILM FESTIVAL | Festival Volunteer | August 2014

ST KILDA FILM FESTIVAL | Festival Volunteer | May 2014

STUDENT YOUTH NETWORK | Producer "1700" Music TV Show on Community TV | 2014

REFERENCES

Available on request