

CONTACT



+61 409 221 272



cristinocarroll@gmail.com

CRISTIN O'CARROLL

PRODUCTION MANAGER /
CO-ORDINATOR

SKILLS

- Excellent communicator
- Critical and creative thinker
- Extremely tech-savvy
- Skilled at prioritising
- Friendly and approachable
- High written and verbal skills

ABOUT ME

I'm a Melbourne-based, versatile production crew member with over 10 years experience in the industry. Having worked in a variety of roles across live action, post production, animation and distribution, I have a diverse range of skills from casting to editing to marketing, and can spot potential problems - with schedules, budgets, or simply falling short of stakeholder expectations etc - and solve them. I particularly enjoy mentoring, development, and making a good spreadsheet.

EMPLOYMENT HISTORY

SUPERVISING ANIMATION PRODUCER

Sept 2021 - Dec 2023

Scarygirl (Feature Film), Eddie's Lil Homies S1 - Highly Spirited Films

I started freelancing for Sophie Byrne back in 2016 after Dan Fill recommended me for ad-hoc assistance. Since then I have worked on various projects in development, such as *Tales From Outer Suburbia*, *Truly Tan* and *The Arrival*, and then full-time on the *Scarygirl* follow directly by *Eddie's Lil Homies*.

- Budgets - creation, monitoring and updates
- Production schedules - creating and tracking and reporting
- Contracting of crew and cast
- Script breakdowns and beat notes
- Producer notes on animatics, layout, animation and voice records
- State and Federal funding applications

CAST COORDINATOR

June 2021 - Oct 2021

La Brea S1 - Matchbox Pictures, NBC Universal

This was for the season one of the show *La Brea*. I came on partway into production to cover for maternity leave. With American actors and a huge cast and crew this was a very challenging project with a lot of moving parts. My responsibilities were:

- Being the first point of contact for all recurring and guest cast
- Book the cast travel arrangements including local transfers to and from set
- Distribute schedules and scripts to cast, and cast information to all departments
- Book cast appointments with hair and makeup, costume, COVID team etc as req.

POST PRODUCTION COORDINATOR / TRANSCRIPTIONIST

Jan 2021 - Apr 2021

The Great Food Truck Race S13/14 - WFTN Entertainment

I was Post Production Producer for two seasons of the American show *The Great Food Truck Race* and then stayed on as a transcriptionist for a few months. Duties included:

- Tracking and sending hard drives to remote working editors
- Work with the Post Producers to create schedules for each episode
- Create graphics using After Effects

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PRODUCTION MANAGER /
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SUPERVISING ANIMATION PRODUCTION MANAGER

Nov 2020 - Dec 2020

Barley and Tabby (TV Series) - Darkslope, Nickelodeon, Vishus Productions

After there were delays to the delivery, I was brought in to manage the rest of the production and successfully delivered to the new date. My responsibilities included:

- Budget creation, monitoring and updates
- Production schedules - creating and tracking and reporting

SUPERVISING ANIMATION LINE PRODUCER

Sept 2020 - Oct 2020

Where Is Anne Frank? (Feature Film) - Brigit Folman Film Gang, Highly Spirited

A multi-country co-pro, I was brought in to oversee the remainder of the Australian animation to avoid further delays. The rest of the production was kept to the new schedule, and my responsibilities included:

- Managing feedback from Director to Artists
- Assigning shots/work to Artists depending on their availability and capability
- Weekly reports to BFFG (Brigit Folman Film Gang)

PRODUCTION COORDINATOR

Apr 2019 - July 2020

Larry The Wonderpup S2 - WTFN Entertainment, Chocolate Liberation Front

For season two of *Larry the Wonderpup*, a children's show with comedy and animation elements, I worked across both departments simultaneously for the two different companies. My responsibilities included:

- Data entry of call sheets
- Organising Child Employment permits, paperwork etc
- Distributing and organising the various script versions

PRODUCTION MANAGER

Feb 2019 - Apr 2019

Kinne Tonight S1 - Ludlow & Stanton

I was the PM on the sketch comedy *Kinne Tonight*, a show where scripts were written without cast in mind. So I was in charge of booking the actors for each sketch based on availability and suitability. Duties included:

- Creating cast and crew agreements
- Tracking crew hours and booking in replacement crew as required
- Rostering the actors into sketches based on schedule
- Tracking budget and schedule and liaising with heads of department

PRODUCTION COORDINATOR

Jul 2018 - Oct 2018

Mr Black - CJZ Entertainment

This contract was for the television show *Mr Black*. My responsibilities were:

- Data entry of call sheets and progress reports
- Drafting cast contracts
- Creating the Child Employment paperwork

PRODUCTION MANAGER / COORDINATOR

Aug 2013 - July 2018

Chocolate Liberation Front

I worked on as Production Coordinator on *Sherazade: The Untold Stories* and *The New Adventures of Figaro Pho* before being promoted to Production Manager for *Larry the Wonderpup S1*. In this role my main responsibilities were tracking all production elements, keeping them to deadline and brief, as well as:

- Schedule and budget creation and management
- Government funding paperwork
- Office management and travel arrangements