

# RENEE KOFOED

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FILM PRODUCTION  
COORDINATOR / ASSISTANT



My film production experience began in 2001 assisting in the Art Department on TVC's. In 2004 I worked on my first feature Vincent Ward 's *'River Queen'* as an Art Department trainee. In 2008 I completed a 4 year *Fine Arts Degree* from *Whitcliffe College of Arts & Design*. Since graduating, my experience in the Film Industry has grown and varied. I found my passion in Production where my love of people, organisation, research and being resourceful have flourished. My love of creativity has also grown as an Art Practice, in painting, drawing & photography.

## EMPLOYMENT HISTORY

2018-

### PRODUCTION COORDINATOR MESSENGER FILMS (FREELANCE)

- I am currently working and gaining invaluable experience on the production of a low budget feature film with Director Richard Riddiford.

2017- 2018

### PRODUCTION COORDINATOR/ ASSISTANT FISH N CLIPS & FISH ENTERTAINMENT (FREELANCE)

- Production Coordinated on a web series through Fish Entertainment called *'Alibi'*.
- Since launching into freelancing again in 2017 I have worked as a Production Assistant on content videos and TVC's for Fish n Clips.

2017-2018

### CLIENT SERVICES. MANDY VFX (CASUAL)

- In this roll I get to express my bubbly personality by assisting Clients and Editors in MANDY VFX's edit suits while also learning about the process's behind post production.

2013 – 2017

**FACILITIES MANAGER/ PRODUCTION ASSISTANT FLYING FISH (IN HOUSE)**

- Starting out as the in house Runner, I worked hard and quickly progressed the roll to take on managing the Fish Studio, while also Production Assisting/ Running on TVC's & Music Videos. Fish is where my love for production started to develop.

2009 – 2013

**ART DEPARTMENT ASSISTANT/ RUNNER (FREELANCE)**

- After graduating University I jumped straight into freelancing to gain as much experience on and off set as possible. Over these years I worked mainly as an Art Department Assistant/ Runner on TVC's for companies such as Robbers Dog, Cherokee Films, Film Construction & Curious. I also gained experience on features and dramas (listed)

**2010 (JUNE-DECEMBER)**

**ART DEPARTMENT RUNNER**

DRAMA: SPARTICUS GODS OF  
THE ARENA

**2009 (FEBRUARY- MAY)**

**ART DEPARTMENT RUNNER**

FEATURE: MATARIKI  
DIRECTOR: MICHAEL BENNETT

**2009 (OCTOBER-DECEMBER)**

**ART DEPARTMENT RUNNER**

FEATURE: TRACKER  
DIRECTOR: IAN SHARP

**2004 (AUGUST-OCTOBER)**

**ART DEPARTMENT TRAINEE**

FEATURE: RIVER QUEEN  
DIRECTOR: VINCENT WARD

**IMPORTANT SKILLS**

- Microsoft Office (Word, PowerPoint, Excel)
- Managing budgets, petty cash & invoices
- Organising and liaising with crew (keeping them happy)
- Showtools Ninja – Daily & Safety callsheets
- Time management
- Researching and being resourceful with low budgets
- Driving large, manual vehicles
- Photography / Painting / Drawing
- Adobe Light Room
- Trained Barista

**REFEREES**

**James Moore**

FISH. Executive Film Producer  
021 546 634

**Kerin Casey**

Film Producer  
027 230 7100

**Greg Page**

Film Director  
021 444 687

**Leela Menon**

Film Producer  
021 367 200