

157 Lone Kauri Road, Karekare  
estelleclark21@gmail.com  
+64 27 4491 707  
French / NZ Residency  
Clean Driver License, P Endorsement

*Estelle CLARK*

Over the last 10 years, I have worked in tourism, film and events as a Production Manager and Researcher.

Last year, I started an Eco-Friendly Travel Agency.

Since February, I came back to my original trade due to Covid 19 and I am now looking for a new opportunity in the film industry.

## *Professionals Abilities*

### **Technical and Economic Feasibility Study:**

- Collaborative approach to analyse the feasibility of a project by looking at the budget available, the editorial expectations, the timeframe, the health and safety, the human resources & technical requirements...
- Budget proposal with regular updates during the project.

### **Budgeting:**

- Managed budget up to \$450 000.
- Source funding and negotiate rates and FOC
- Follow-up Expenses
- Report to Accountant

### **Editorial research and creative proposals:**

Following the editorial line and the director requests, I think outside the box with an appreciated creative flair to develop original ideas.

- Conduct research, develop stories
- Creative Pitch to the director and producer
- Talent / Interviewee proposals
- Locations proposals

### **Planning / organising:**

While working in a fast-paced environment with constantly changing priorities and deadlines, I prepare and schedule projects with an eye for details.

- Immigration and Visas applications support
- Scouting and permits application (DOC, Iwi...)
- Equipment rental
- Cast and crew recruitment
- Logistic Bookings: Travel, Transport, Accommodation, Catering
- Production Coordination: Schedule & reschedule, Call Sheet, Crew List, Transport coordination...
- On-set Financial & Logistic management, Fixer
- Event management

### **Technical Proficiency:**

- Good knowledge of the end-to-end process
- Good understanding of the technical requirements (audio, video, lighting, post-production, distribution)
- Basic filming and editing skills
- Computer: PC & Mac. Professional use of Microsoft Office Suite, Google Suite, Internet...
- Fast adaptability to new media and software

# Work History

## ➤ OPERATION ASSISTANT in the Media Team at XERO NZ:

Dates: July 2020 – August 2020

**Achievements:** Assist the Executive Producer and the Creative Producer with the smooth running of the daily Operations within the Media Team.

### **Responsibilities:**

- Assist in the Development of a new Media Team On-Boarding System
  - On-Boarding and initial training of a new Producer
  - Assist the Media Team to resolve operational issues with IT, WX...
  - Organise punctual catering for the Media Team (on shoot, farewell...)
- 

## ➤ PRODUCTION MANAGER in the Media Team at XERO NZ:

Dates: Jan 2020 – April 2020

**Achievements:** Reporting to the Executive Producer and the Creative Producer, I was managing the production of small projects within the Media Team (internal and external media content: graphic design, photoshoots, promotional videos).

### **Responsibilities:**

- Project Development and Management with the Stakeholders from Creative Pitch to Final Delivery
  - Budgeting
  - Planning/Scheduling
  - Production Coordination (Crew, cast, Props, location...)
  - Logistic Bookings (Travel, Accommodation, Catering)
- 

## ➤ MANAGING DIRECTOR / CO-FOUNDER of the TRAVEL AGENCY "GREENZ TRAVEL"

Dates: April 2019 – April 2020

**Achievements:** Creation of an Eco-Friendly Travel agency called "[Greenz Travel](#)".  
On Hold due to Covid 19.

May be discontinued if my professional situation changes, as I am now the sole shareholder.

---

## ➤ TRAVEL COORDINATOR FOR JCM Destination (Auckland)

Dates: May 2018 – December 2018

**Achievements:** Travel itineraries quotes, proposal and confirmation for Individual Travelers and groups.

### **Responsibilities:**

- Create customized travel itineraries
- Book and invoice accordingly
- Create and check all travel documentation
- Manage unforeseen event

## ➤ PRODUCTION MANAGER (FIXER) ON FRENCH DOCUMENTARIES FILMED IN NZ:

Dates: 2011 – April 2018

**Achievements:** Following the editorial line and fulfilling the director and producer's requirements, I successfully conducted the editorial researches, prepared and managed 52 minutes documentaries filmed in New Zealand and broadcasted on French National Channels.

### **Responsibilities:**

- Technical and Economic Feasibility Study
- Editorial research and creative proposals
- Budgeting and Planning/Schedule
- Location proposals, scouting and permit applications
- Production Coordination
- Cast and Crew Bookings
- Logistic Bookings (Travel, Transport, Accommodation, Catering)
- Equipment rental
- On-set Financial & Logistic management

### **Projects Lead to completion:**

#### **DOCUMENTARY : "LE TEMPS DE LA RECONQUETE"**

**Dates:** Feb-March 2018

**Production Company** ZED / Pierre Belet

**Broadcasters:** France O, Voyages

**Storyline:** Close to the people of Aotearoa and to the nature, this intimate documentary aims at discovering and understanding a return to the culture and the protection of the Land.

**Locations:** Poor Knights Marine Reserve, Moko Ink Tattoos, Waipoua Forest, Waitakere Ranges, PolyFest, Fiordland, Wanaka, Haast, Hokitika, Arthur's Pass, Rotorua, Tongariro National Forest, Whanganui River

#### **DOCUMENTARY : "LES AVIONS DU BOUT DU MONDE"**

**Dates:** Dec 2017 – Feb 2018

**Production Company:** Grand Angle Productions

**Broadcasters:** France 5

**Storyline :** In this travel serie, we meet pilots living or working in isolated places, almost only accessible by planes. In New Zealand, our heroes are farmers, beekeepers, biologist, rafting guides, aviation & aerobatic instructor.

**Locations:** Muzzle Station, Muller Station, Arthur's Pass, Kaikoura / Rangiora / Hoods Airfields

#### **DOCUMENTARY : "DES TRAINS PAS COMME LES AUTRES"**

**Dates:** Nov-dec 2013

**Production Company:** Step by Step

**Broadcasters:** France 5

**Storyline:** Very popular in France, this travel documentary aims to discover a country, its history and culture through its train rides. Hopping on and off trains, French host "Philippe Gougler" met Brad Scott, a GNS scientists in Rotorua, interacted with Murt Kennard, the president of Whangamomona Republic, learned to shear with sheep shearing champion Alan Pretious, took a dive with the Dolphins under the supervision of Marine Biologist Mike Morrissey, learned to trap possum and cooked a possum pie with Peter Salter...

**Locations:** In the train on the Northern Explorer, Coastal Explorer, TranzAlpine circuit, Interislander, Forgotten World Railway, Rotorua, Whangamomona, Fielding Royal A&P Show, Kaikoura, Pukekura

#### **DOCUMENTARY : "RENDEZ-VOUS CHEZ MOI"**

**Dates:** Sept-nov 2012

**Production Company:** Capa TV

**Broadcasters:** Canal +

**Storyline:** As part of the travel serie "Les Nouveaux Explorateurs", "Rendez-vous chez moi" discovers the world through the habitat and the architecture. French Host Erik Mootz started his journey in New Zealand onboard of a spray-painted van, stopped at Hobbiton, had dinner with Ian Athfield at his Khandallah Community Village, met Bruce Stewart in his eccentric Marae "Tapu Te Ranga", discovered the diversity of the kiwi Bach from Great Barrier Island to the Marlborough Sounds, experienced living on a farm at Glenfalloch Station and met Famous Japanese Architect Shiegeru Ban during the construction of Christchurch Transitional Cardboard Cathedral.

**Locations:** Auckland, Great Barrier Island, Hobbiton, Waihi Beach, Whanganui, Wellington (Khandallah, Tapu Te Ranga Marae), Napier, Glenfalloch Station, Christchurch

#### **DOCUMENTARY: "LE GLOBE COOKER"**

**Dates:** Jan-feb 2011

**Production Company:** Gedeon Programmes

**Broadcasters:** Canal +

**Storyline:** As part of the travel serie "Les Nouveaux Explorateurs", "Le Globe Cooker" introduces a country through its food and culinary specialties. With his cooking survival kit in his backpack, French chef Fred Chesneau went on a culinary travel around New Zealand: he helped preparing a lamb directly from the farm, had a sea fest of crayfish and mussels, caught a trout and cook it on the BBQ, ate fish & chips, tried the famous pavlova, learn to prepare a hangi...

**Locations:** Christchurch, Springfield, Flock Hill Station, Nin's Bin, Hapuku Lodge, Marlborough Sounds, Wellington, Waiteti/Rotorua, Auckland, Mangonui, Kaikohe

### **Project suspended after Budget and location proposals for financial reasons:**

<b>Dates</b>	<b>Documentary</b>	<b>Production Company</b>	<b>Broadcasters</b>
November 2017	"Dorine, d'un ciel à l'autre"	Outside Films	France 5
April-May 2017	"A L'Etat Sauvage"	Endemol Shine France	M6
Nov 2014	"La Grande Evasion"	Paranda Films	Voyages

➤ **NZ EVENT AND PROJECT COORDINATOR FOR EVENTEAM (French official travel agent for the NZ Rugby World Cup)**

Dates: April - Oct 2011

**Achievements:** In collaboration with the Production Manager based in Paris, I organised the following events:

- 2 Banquet- Concerts in Auckland (Auckland Town Hall, Sky City), with French Bands Hak'Hamarra and Nadau
- 2 Public Concerts in Auckland and Wellington with French Band Hak'Hamarra and a French Market

I also sourced an Office and staff apartments for Eventeam in Auckland for the duration of the NZ Rugby World Cup.

**Responsibilities:**

- Location & Venue Scouting
- Budgeting
- Immigration
- Communication
- Catering, Sound & Lighting Coordination
- Band management

➤ **NZ PROJECT MANAGER FOR FROGS-IN-NZ (Auckland)**

Dates: March 2009 - April 2010

**Achievements:** In collaboration with the directors, the researchers, and the editor, I successfully managed the update and edition of "Le Guide des Frogs", a recognised French travel guidebook to NZ.

**Responsibilities:**

- Planning / managing schedule and deadlines
- Advertisement, sales
- Coordination between research, writing, edition, layout, and publication.
- Team and logistics management
- Research and writing

➤ **3<sup>RD</sup> AND ADDITIONAL ASSISTANT DIRECTOR:**

Dates: 2004 to 2014

**Responsibilities:**

- Coordinating extras and actors' preparation
- On set assistant

**In New Zealand:**

Aug-Sept 2014: "Crouching Tiger Hidden Dragon" by Yuen WoPing

Apr-July 2012: "Nothing Trivial", South Pacific Pictures

Feb 2012: "Emperor" by Peter Webber

Apr 2011: "L'Oncle Charles" by Etienne CHATILIEZ

2011: Commercials for Prodigy, Exposure

**In France:**

2005: "The Da Vinci Code" by Ron HOWARD

2005: "Marie Antoinette" by Sofia COPPOLA

2005: "Munich" by Steven SPIELBERG

2004: "La vie est à nous!" by Gérard KRAWZYCK

2004: "Caché" by Mickaël HANEKE

2004: "The Pink Panther" by Shawn LEVY

2004: "Ocean's Twelve" by Steven SODERBERG

➤ **UNIT & LOCATION ASSISTANT / RUNNER:**

Dates: 2004 to 2007

**Responsibilities:**

- Cast driver
- Unit assistant
- Parking & Set preparation
- Equipments' removal

**Movies:**

2007: "Johnny Kapahala" - Disney

2007: "Maupassant' stories"- JM Production

2006: "De Taali" - Srinivas Uppara

2004: "Peindre ou faire l'amour" - Brothers' LARRIEU

➤ **INTERSHIPS:**

Dates: 2003, 2005

- "RFO Polynesie" (Sport news Department on the "Billabong Pro Teahupoo" surf event in Tahiti): Journalist assistant (research, interviews preparation & scheduling, filming, editing, broadcasting).
- Rogers TV (local TV, Ottawa, Canada): camera assistant, live broadcasting.

## *Interpersonal Skills*

- Positive and Can-Do Attitude
- Proactive, cheerful and adaptable team player
- Great resilience, ownership and accountability of projects
- Free flowing communication with clients, producers, and stakeholders to deliver innovative and effective solutions
- Excellent time management and self-management
- Good at multi-tasking and details focused
- Problem solving and decision making with efficiency and diplomacy
- Good verbal and written communication skills, with an essential French touch
- Dedicated and reliable worker with morally grounded values and integrity
- Willingness to progress and learn

## *Education*

- **2001 - 2003 : BA double degree in Information and Film Studies** – Institut de la Communication et des Medias (France)  
One year exchange program at Carleton University in Ottawa, Canada (courses in film studies, communication & journalism)
- **1998 - 2000: Diploma in Event & Film Studies** specialised in Production Coordination and Management at LISA (Lycée de l'Image et du Son d'Angoulême, France)

## *Volunteer Work and Personal Interests*

- **Surf Life Saving:** January 2020: Training in progress with Karekare Surf Life Saving Club
- **Lifeguard** (Summer 1999 – 2005): French Atlantic Coast (Royan, Roscoff), Mediterranean (Mandelieu la Napoule)
- **Volunteer Firefighter** (October 1996 to 2014): in Thiviers, Echirolles (France) and Karekare (NZ)
- **Karekare Film Nights** (2015 to 2018): organise community screenings in Karekare during the winter months.
- **Red Mountain Events Volunteer** (Jan-Apr 2013): assist the coordination of ski tournaments, concerts... (Canada)
- **Atlantic Crossing** (May-June 2013): Volunteer crew on a catamaran sailing from Martinique to France
- **"Grand Raid du Sahara"** (Jan- Feb. 2006): Communication and photographer on the running event in Mauritania
- **Personal interests:** Outdoor enthusiast (Running, Biking, snowboarding and Splitboarding, surfing), Travels, Art house films, Natural Health.

References available upon request

<https://nz.linkedin.com/in/estelle-chatenoud-01743064>