

**ANGELA MAURICE**

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Auckland

I have an extensive career in film, TV production and event management. I have excellent administration, budgeting and strong project management capabilities. I am a good generalist and adapt quickly to new environments.

**RELEVANT SKILLS**

- **Project management experience and strong management skills**, having worked on projects for clients such as Brand Developers, Mediaworks, TVNZ and Uno Loco.
- **Strong written, verbal and interpersonal communication skills**. I wrote the application for Localist's winning entry for the Westpac Supreme Business Excellence Award in 2013.
- **I deal with conflict diplomatically and with tact**. This is evidenced by the respect held for me by my peers in the film, television and event sectors.
- **An experienced leader with successes in the event, film & TV sector**, as can be referenced by my work history.
- **Self motivated with a pro-active and 'can do' attitude**.

**WORK HISTORY**

**Production Manager** 'Kea Kids News' March 20 – May 20, Sept 20 – March 21

I booked and contracted crew, managed all facilities onsite, managed all aspects of the budget reporting to the accountant and producer weekly. I also reported to the team of Janine Fenwick and Carol Hirschfeld at Stuff news. I also had training with esteemed journalist Simon Mercep for season 2.

**Art Dept Coordinator** 'The Wilds' TV Series August 19 – March 20

I coordinated Art and Set Decorating working with production designer Amy Williams.

**Production Manager** Taylormade Films, July 19 – August 19

I production managed creating the video content for the Tuia 250 voyaging series. We had crew filming in Tahiti and Rarotonga as well as the ocean voyages too.

**Production Manager** Brand Developers Ltd Sept 16 – July 18

After the birth of my son in August 2016, I contracted to BDL in a part time capacity in the same role, but with the flexibility of being able to work from home. I also worked full time to cover any holiday leave for the in-house Producer.

**Production Manager** Brand Developers Ltd Sept 15 – Aug 16

I managed all areas of video production from finding locations, talent, crew and managing multiple budgets at one time across many brands. Where necessary I also acted in an account management capacity.

**Freelance Producer/Production Manager** Jan 15 – Aug 16

I produced TV commercials for advertising agency Ogilvy and production managed for production companies such as Finch, Exit Films and Flying Start.

**Event Manager & Producer** Uno Loco Sept 14 – Dec 14

I worked on multiple projects in the events sector for clients such as Fonterra and DB Breweries. My major project was for the Fonterra Internal Awards. I coordinated the filming of 17 video projects in New Zealand, China and Sri Lanka.

**Event Manager & Producer** Localist/Ora June 13 – Sept 14

I created the Localist Jam event series hosted by Wallace Chapman, inviting luminaries such as Malcolm Rand from Ecostore and Cecilia Robinson from My Foodbag to speak at events in Auckland, Wellington and Taupo. I also event managed all internal events including the Christmas Party. I produced video content for our clients and acted in an account management capacity as well.

**Freelance Producer/Production Manager** Jan 13 – June 13

I produced TV commercials for advertising agency Ogilvy and for production companies such as Flying Fish. Where necessary I also found locations.

**Producer** TV3, Mediaworks Aug 12 – Dec 12

I worked in the integration department producing content for TV commercials for clients such as NZ Beef and Lamb, and Plumbing World. I acted in an account management capacity as well.

**Freelance Producer/Production Manager** Feb 12 – July 12

I produced promos for TVNZ working on multiple projects at one time. I also produced TV commercials for advertising agency Ogilvy and for production companies such as Exit Films, Flying Start and Curious Films.

**Producer** TVNZ Sept 11 – Jan 12

I worked for the creative hub on a short-term contract making TV commercials for clients such as Spark, and internally for brands like Freeview. I managed all aspects of video production, found talent and scouted locations.

**Freelance Production Manager/Coordinator** Sept 05 – Aug 11

Feature film credits over this time include '10,000 BC', 'Prince Caspian', 'Under the Mountain', 'Underworld 3 - Rise of the Lycans' and 'Bridge to Terabithia' I production managed TV series 'Burying Brian'. I worked on hundreds of TV Commercials for companies such as Exit Film, Flying Fish, Film Construction and Flying Start in the capacity of Production Manager or Coordinator.

**Executive Assistant**, TVNZ Sept 05 – Nov 05

I worked as an Executive Assistant on assignment for Madison to Jeff Latch while they looked for a permanent person. I managed his diary, did all his administration work and booked travel and accommodation for him as needed.

**Assistant Production Coordinator** Jan 04 –Aug 05

I worked on feature film 'The Lion, the Witch and the Wardrobe' directed by 'Shrek' director Andrew Adamson and produced by Walden Media. I project managed the office renovation of Hobsonville Airbase into a film studio. I managed our telecommunications installing cell sites in remote locations and all of the international shipping.

**Production Secretary** July 03 – Dec 03

I was the production secretary on feature film 'Without a Paddle' filmed on location in Wellington and around the central North Island. I managed the distribution of all contracts and essential information. I also managed the internal database of crew and cast.

**Travelling and Temping** Aug 01 – Jan 03

While based in London I took the opportunity to travel around Europe. I would return to London to work for recruitment companies temping as an Executive PA or Secretary.

**Production Assistant** Saatchi & Saatchi, London Dec 00 – July 01 I contracted in the TV department assisting in producing TV commercials for multiple brands.

**Secretary** Saatchi & Saatchi, London July 00 – Nov 00 I temped as the group secretary for the Lloyds TSB team. I created power point presentations and took notes during meetings and managed the diaries of the team.

**Production Assistant** Flying Fish Productions, London April 00 – June 00 I helped manage the office, answering phones and researching projects.

**Production Assistant** MTV Europe, London Aug 99 – Mar 00

I temped as a production assistant at the Camden site helping change over the system from analogue to digital.

**Freelance Production Co-ordinator/Assistant** June 97 – July 99

During this time I my feature films credits include 'What Becomes Of The Broken Hearted' and 'Amazon High'. I also worked on TV Commercials for companies such as Cherokee Films and Flying Fish.

**QUALIFICATIONS**

One year practical course at NZ Film and Television School  
Bachelor of Arts majoring in American Studies, University of Canterbury

**REFERENCES**

Upon request