



BRIDIE (BEA) COLLINS

CONTACT

- 📍 Auckland
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- ✉ beacollinsproduction@gmail.com

SKILLS

- Adaptable
- Good multitasker
- Excellent time management
- Organised/Problem solver
- Detail oriented
- Quick learner
- Creative
- Friendly personality
- Performs well under pressure
- Full Drivers Licence
- Qualified Dog Trainer

REFEREES

- Linda Fenwick: 021 721 932
Em: ljafenwick@gmail.com
- Jarl Devine: 027 555 1144
Em: jarldevine@me.com
- Bryn Seager : 021 165 9374
Em: brynseager@gmail.com
- Danielle White : 022 4023 7109
Em: dw@daniellewhite.org

PROFILE

My background is in the film industry in various roles within the Production Team and the Assistant Directing department. I have also worked in the theatre and event industry. I am hard-working, efficient, and used to working under pressure. I have fulfilled the demands of the various positions I have held through a diligent work ethic and dedication to quality. I have effectively resolved issues in a fast and non-threatening manner in an industry that often has to deal with unexpected situations and diverse personalities. I enjoy working with a team as well as independently.

EXPERIENCE

Production Secretary - Ms X Plus6Four / SPP – April 2025 – Current

- Memo and document distribution to all crew. E.G. Callsheet
- Created and distributed DPR, crew lists and sides.
- Setkeeper and Server management.

Production Secretary - Backpack Additional Photography

TCS Productctions – 01/25 (1 month)

- Memo and document distribution to all crew
- Created and distributed wrap reports, crew lists and sides. Nightly and during scenes for update on the fly.
- Box and Scenecronize management.

Agency Driver – Advert

EXIT Films – 12/24

- Driving UK agency, looked after agency onset, booking dinners and organising/facilitating day trips for non-shooting days
- Additional AD duties – set lock downs, one day 3rd AD for social media unit

Production Runner (01/24-08/24) Production Assistant (09/24-11/24)

Spartacus Productions Ltd – 01/24 -11/24

- General runner duties.
- Looking after offset crafts – tracking, ordering stock, and distributing to each department.
- Collecting and delivering daily LTO/rushes.
- Production Secretary sick cover.
- Producing call sheet shells for Main and Second unit AD Departments.
- Organising quotes and purchasing large office furniture orders to help with the initial building setup.
- Purchase orders and Asset tracking/management.

Cast Driver for Temuera Morrison – Aquaman 2 Pickups

Charlie Charlie Kilo – 06/23

- Processing actor through wardrobe, hair, and makeup. Looked after him onset.
- Processing and onset wrangling for 26 stunts/action extras.
- Assisted wrangling 5 babies, ensuring they and their parents were looked after and comfortable while on set and that the team on set always had a baby ready when they needed one.

Production Assistant– Great Kiwi Bake Off – Season 5 - Warner Brothers – 05/23-06/23

- PA coordinating between the kitchen team and production.
- Helping source produce and specialty kitchen supplies.
- Petty cash returns, Kitchen team and personal.
- Turned on the generator and set up, unit table maintenance, and cast supported.
- Set dressing and maintenance.
- Assisted the Food team and camera department on the crane when needed.

Dog Trainer and Handler – Adventure Animals Auckland 1/23 – Current (Personal Business)

Central Bark – Animal Attendant 11/21-1/23

- General care/supervision of dogs and cats at the kennels including overnight stays
- Organizing enrichment activities and assisting with puppy classes
- Client consultations, delivering punctual services and maintaining excellent customer satisfaction ratings

Other employment, 01/2014 - 04/2020. - Wellington/Wanganui

- Sprigg and Fern, Tinakori Rd Wellington: Acting Bar Manager/shift supervisor (2020/2021)
- Picnic Café Wellington Botanical Garden: Barista/FOH (2019/2020)
- Illumination Optics Lighting: Technical Crew (2017/2019) installing, operating, and packing/maintaining lighting equipment for productions and events.
- New Zealand Opera Summer School (2014-2019): Initially assisting with day-to-day running and administration before moving to a teaching role and co-creating a 2-hour operatic show as well as stage managing and lighting performance for the final performance.
- Venue attendance/Receptionist, Te Whaea (2015-2017): Technical assistance as well as reception/administration duties including box office.

Additional on-set production assistant, 08/2018 - 10/2018 - Walt Disney Pictures - MULAN (NZ)

- Processing 200+ extras + 100+ non-English-speaking stunt crew through Hair, Make-up, Costume, Weapons, Horses, final checks and breakfast in under 2 hours each day.
- Looking after stand-ins, extras, and actors including transport and scheduling.
- Working with the Director, 1st AD, and HOD on set and location to ensure needs and requirements for scheduled shooting.
- Catering coordination for cast and crew.
- Keeping scene filming records for faultless continuity.
- Assisting with set lockdown (studio and South Island location).

Production trainee, 01/2018 - 05/2018 - Avalon Studio/David Stubbs - DAFFODILS

- Daily Progress Reports.
- Managing accommodation requirements for out-of-town leads and HOD.
- Daily administration tasks (shooting schedules, contract paperwork, department resourcing including purchases, running errands, processing required forms).
- Driving cast members, organising their welcome packages, and providing for their needs.
- Organising the wrap party.

On-set production assistant, 05/2017 - 07/2017 - Universal Pictures/Christian Rivers - MORTAL ENGINES

- Managing actors, stand-ins, and extras on set and assisting in processing through Hair/Make-up and Costume.
- Assisting with set lockdown during filming.
- Monitoring and assessing airport noise impact during shoots.

1st AD, 04/2017 - 05/2017

Jonathan King - Short Film "SATURN SHEETS", "AN ARM AND A LEG"

3rd AD, 05/2016 - 05/2016

James Ashcroft - Short Film "PIGS"

EDUCATION

Bachelor of Arts: Performing Arts Management, 02/2015 - 11/2017

Toi Whakaari NZ School of Drama - Wellington, NZ

NZ Cert in Animal Management: Canine Behaviour and Training, 02/2021 - 11/2021

Unitec – Auckland