






BEA COLLINS

CONTACT

-  Auckland
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SKILLS

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

PROFILE

My background is in the film industry in a variety of 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 diligent work-ethic and dedication to quality. I have effectively resolved issues in a fast and non-threatening manner in an industry which often has to deal with unexpected situations and diverse personalities. I enjoy working with a team as well as independently. Following the pandemic shutdowns, I took on further training in animal behaviour to add to my qualifications.

EXPERIENCE

Cast Driver – Aquaman 2 Pickups Charlie Charlie Kilo – 06/23

- Looking after Temuera Morrison while on set. Processing through wardrobe, hair and makeup. Ensuring he was well fed and had everything he needed while on set.
- Assisted the AD department with 26 stuntmen and action extras. Overseeing processing them and managing them on set.
- 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 specialties kitchen supplies.
- kitchen's petty cash return as well as my own.
- Turned on the generator each morning and set up site, maintained the unit table, supported with cast management.
- Assisted with set dressing and maintenance.
- Assisted the kitchen team with general kitchen tasks, assisted the camera department on the crane when needed.

Dog Trainer and Handler – Adventure Animals Auckland 01/23 - Current (Personal Business)

Central Bark – 11/21-01/23

- General care/supervision of dogs and cats at the kennels including overnight stays and walks.
- Organizing enrichment activities and assisting with puppy class.
- Consultation with clients to establish needs and requirements, delivering punctual service and maintaining excellent customer satisfaction ratings.

Other employment, 01/2014 - 04/2020

Wellington/Wanganui

- Sprigg and Fern, Tinakori Rd Wellington: Acting Bar Manager (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 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 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 record 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, departments 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 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

REFEREES

- Ella Douglas: 021 0292 5559 Em: ella.douglas@wbivp.nz
- Rebecca Webb : 021 374 366 Em: bexwebb.nz@gmail.com