

✉ taliamg@xtra.co.nz

📍 Auckland

🔗 <https://taliamg.wixsite.com/talias-portfolio>

About Me

I am 21 years old, and have been working on professional sets with Prompt Service since 2025. I have worked on several projects alongside Strat NZ, Grey Street, and FINCH.

Having recently completed my Bachelor's of Communications at AUT, I am looking to expand my portfolio through AD and PA roles. I am committed, passionate, and ready to face obstacles head-on.

Let's make magic!

Ideal Roles

- Production Assistant
- Junior Producer
- Producer's Assistant
- Director's Assistant
- Casting Assistant
- Locations Assistant
- Development Assistant

Platforms & Software

Proficient in;

- CapCut
- Instagram
- Google Drive
- Boosted
- WinPlus Autoscript
- Canva
- TikTok
- Audacity
- Clip Studio Paint

Experienced in;

- YouTube
- Premiere Pro
- Photoshop
- Lightroom
- Adobe Acrobat
- Adobe Portfolio
- Microsoft Word

Familiar with;

- Wix
- Pinterest
- Notion
- Trello

Talia Gilbertson

Production Assistant | Assistant Director

Relevant Experience

Autocue Operator

2025–Current

Prompt Service

- Worked with clients including Chemist Warehouse, Bayleys, and Fonterra
- Collaborated closely with industry professionals on advertisements, AGMs, and major events to ensure smooth delivery and timing
- Supported on-screen talent with clear and respectful feedback to boost confidence and enhance performances
- Managed script updates, rewrites, and real-time changes while coordinating effectively with production teams

Freelance Content Creator

2025–Current

The Creative Store | Mission Ready (Client)

- Independently managed end-to-end content creation for Instagram and TikTok
- Demonstrated self-motivation, time management, and organisation to meet deadlines remotely
- Researched similar content and developed creative concepts aligned with client goals
- Maintained consistent communication with client

Short Film Producer

2025

Auckland University of Technology

- Raised approximately \$2,000NZD through Boosted fundraising
- Managed a detailed production budget, schedules, location permits, and health & safety documentation
- Organised, advertised for, and managed casting process
- Oversaw pre-production, production, and post-production admin to meet deadlines

Content Creator

2025

AUT Student Association

- Brainstormed, scripted, and produced engaging video content for Instagram and TikTok
- Coordinated talent, schedules, and ensured clear communication throughout the creative process
- Maintained consistency in tone, branding, and visual style across platforms

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Skills

- Pre-production planning
- Budgeting and fundraising
- Production scheduling
- Location scouting and management
- Cast and crew coordination
- Script and story development
- Risk management and monitoring
- Deadline management
- Familiarity with camera & production equipment
- Social media and digital marketing
- Public speaking, presentation, and performance experience
- Strong client communication and collaboration
- Attention to detail and quality control
- Friendly, adaptable and excited to learn

Personal Gear

- Sony A7IV Mirrorless Camera
- Sony A6000 Mirrorless Camera
- Full-Size Tripod
- Blue Yeti Condenser Microphone with Foam Windscreen, Dead Cat, Pop Filter
- RODE Wireless ME Dual Compact Microphone Set
- Ulanzi VL49 LED Light

Talia Gilbertson

Production Assistant | Assistant Director

Relevant Experience

Volunteer Marketing & Social Media Manager 2023–2025
AUT Performing Arts | AUT Fashion Collective

- Designed and managed promotional campaigns and content
- Tracked account growth in relation to content interaction
- Collaborated with a team to successfully sell-out a stage production

Media Creator 2023 – 2025
Auckland University of Technology (as Student)

- Engaged in different types of media creation including film, studio production, social media, and documentary
- Maintained consistent 'A' grades across all University media papers
- Explored roles such as Producer, Director, Assistant Director, Camera Operator, Scriptwriter, Editor, and Performer

Achievements

Day One Film Challenge 2026
Honourable Mention

- Awarded to the 2025 short film *Jumpstart*, produced by myself.

Bachelors of Communication 2025

- Major in Screen Production
- Minor in Performance
- Minor in Multi-Camera Production

Top-Performing Student in Screen Production 2025

- Recognises the student with the highest grades across all students in their completed university major.

References

Ross Brannigan (AUT/Producer) ross.brannigan@aut.ac.nz

Christina Milligan (AUT) christina.milligan@aut.ac.nz

Elizabeth Hoyle (AUT) elizabeth.hoyle@aut.ac.nz

Steve King (Prompt NZ) steve@prompt-service.com