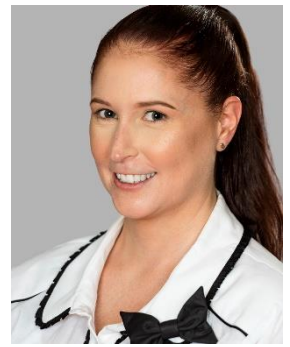


Curriculum Vitae – Racheal Leigh

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Professional Summary

Passionate and skilled crew member committed to helping create stories and ideas in film. A clear communicator with experience in various roles on independent film productions who is seeking to gain more experience on feature productions.

Knowledgeable in most areas of production management, with excellent organisational skills, and is easily able to adapt and deal with last minute changes. A team player, ready to jump in and help in whatever role that is asked of her.

Skills

Demonstrated leadership ability, through both her Production Management positions, as well as through running a small Bollywood Dance school in the past. Ability to organise and prioritise well, and able to delegate when required, take on roles when asked, or take initiative to get things done. Ability to provide creative input as required, and communicate well with others. Able to remain attentive to details whilst working long hours, with a positive attitude.

Relevant Crew Experience

2019	Production Manager	Web Series	“Nightingale – Lonely Melodies”	Dir. Calder Fenwick
2018	Production Manager	Theatre	“The Andrew Davis Project”	Dir. Jason Wingate
2018	Production Manager	Short Film	“The Witches’ Mess”	Dir. Tim Goodwin
2018	Costume Assistant	Feature Film	“Occupation: Rainfall”	Dir. Luke Sparke
2018	Production Manager	Short Film	“ReplicaXion”	Dir. James Hyams
2018	Production Manager	Short Film	“Matt Gaffney Must Die”	Dir. Matt Gaffney
2018	1 st Assistant Director	Short Film	“Carnivore Lover”	Dir. James Hyams
2018	Camera Assistant	Web Series	“The Last Time Lord”	Dir. Jacob Miles
2018	Production Manager	Short Film	“Break The Cycle”	Dir. James Hyams
2018	Unit Manager	Feature Film	“NightWatcher”	Dir. Adam Harley
2016	Event Crew (Bump In)	Live Event	Polo In The City	Event Recruitment
2016	Sound Tech	Theatre	“Angry Birds Stage Show”	Showtime Ent.
2016	Assistant Choreographer	Theatre	“Salaam-e-Ishq”	Dir. Anu Sharma
2015	Choreographer	Theatre	“Spies in Disguise”	Dir. John Wickman
2012	Producer / Director	Theatre	“A Timeless Bond”	
2009	Producer / Director	Theatre	“Star Rae Revue & Miss Burlesque QLD Competition”	
2007	Production Assistant	Concert	“That’s Entertainment”	Dir. Anita Parak-Morgan
2006	Producer / Director	Theatre	“All That Jazz Revue”	
2002	Production Assistant	Short Film	“Ornamental”	Dir. Julia Nguyen
2001	Director	Theatre	“Joining the Club”	
1999	Stage Crew	Theatre	“Great American Musical”	Dir. Carolyn Kinniburgh
1997	Assistant Director	Theatre	“Murder on the Nile”	Dir. Carolyn Kinniburgh

Through the above roles, I have performed the following duties:

- Collaborated with cast, crew and location selections
- Assisted with filming style and specific shots with the Director of Photography
- Directed performances of cast (in theatre), and extras (on set) as required
- Assisted with shooting schedule co-ordination with the Director
- Ensured shooting schedule was followed during filming
- Worked with weather, location, and cast availability constraints during the filming process
- Arranged and sourced props for filming as required
- Performed office administration duties including data entry, record keeping, travel arrangements
- Liaised with venue managers for location shoots as required
- Provided call sheets and other production paperwork to sets
- Assisted in production public relations and social media activities
- Co-ordinated location extras and provided crowd control
- Ensured sets, or location shoots, were kept clean during and at the end of the shoot.
- Co-ordinated catering requirements for cast & crew
- Assisted with costume & art departments as required, including bump in/out

Education

2003	Adv. Dip in Stage & Screen Performance	The Performing Arts Conservatory
2009	Dip in Business & Events Management	Martin College
2016	Cert 4 in Fitness	Australian Institute of Personal Trainers
1994	Dip. In Clerical & Administration	Martin College

References

- *Can be provided upon request*

Websites

- Personal Website: www.rachealleigh.com
- IMDB: www.imdb.me/rachealleigh
- StarNow: www.starnow.com.au/rachealleigh