

RUBY THOMAS

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Production Secretary/Assistant, Runner
On Set PA, 3rd AD
Melbourne | Hobart | Sydney

CAREER OBJECTIVE / COVER NOTE

I've been told that I have an extremely good work ethic and that I tend to adapt very easily to new surroundings and to working with new people. I have strong attention to detail especially regarding documentation and paperwork such as call sheets. I have spent a lot of time over the past two years producing my own content from low budget TVC's to music videos and short films. I believe my roles in these productions, although smaller budget and scale, have been important in grooming me for large scale productions and projecting me towards my goal of becoming a production manager, assistant director, and one day a producer on significant projects.

On one of my most recent jobs I worked as an onset PA and an additional AD on days with large numbers of cast and extras. I gained important experience processing large numbers of extras and also placing them into scenes under direction from director and 1st AD, as well as my other ADs. I like working in the AD department and this experience has given me great insight into how a set operates day to day.

I am currently based in Melbourne but will happily relocate to Hobart or Sydney temporarily for the right opportunity.

EDUCATION

BA Entertainment Business Management
JMC Academy 2015

Masters of Producing
VCA 2017

AGD Approved - Assistant Director Course
By Liam Branagan
AFTRS 2017

Drama Production Management
By Lorelle Adamson
AFTRS 2017

ACCREDITATION

Senior First Aid Certificate (Level 2)

Working with children's check
ID# 0753111A-01

Full Drivers Licence

FILM AND TELEVISION CREDITS

2018	"Ninja Warrior S3" – Endemol Shine Production Manager: Justine Waterhouse Production Coord: Courtney Patterson	Credit: Runner
2018	"Bad Mother's" – Jungle Productions Line producer: Naomi Mulholland Production Coord: Daniella Said 2 nd AD: Scooter Welbourn	Credit: Runner/Chaperone
2018 Feature	"The Whistleblower" 2 nd Unit/Action Unit 1 st AD: Bob Donaldson 2 nd AD: Scooter Welbourn Prod Manager: Yvonne Collins	Credit: On Set PA/ Additional AD
2018 TV Series	"Survivor Series 3" – Endemol Shine Producers: Georgina Hinds/Josh O'Neil Prod. Manager: Jenni Milward-Oliver Prod. Coord: Aaron Matthews	Credit: Casual Runner (Aus Based)
2018	"Victorian Open Golf Tournament" – ANP/Fox Sports	Credit: Production Runner

	Live Sport Producer: Sean Mulcahy	
2016 Doco	“Kanalaritja” – Roar Film Producers: Kath Symmons, Craig Dow Sainter Director: Steve Thomas	Credit: Prod. Manager/Travel Coord
2015 Doco	“Death Or Liberty” – Roar Film/ABC Producers: Kath Symmons, Craig Dow Sainter Directors: Steve Thomas, Keith Farrell	Credit: Production Coordinator
2014 Doco	“Skullbone Plains” – Roar Film/ABC1 Producers: Kath Symmons, Craig Dow Sainter	Credit: Production Assistant

TVC/ADVERTISING CREDITS

2019 Online	“Grand Australian Dairy Awards” – Dairy Australia Agency: Elmwood Director: Hamish Macgregor	Credit: Producer
2018 TVC	“World’s Best Mum” – Bushells/Unilever Production Co: The Directors Group Director: Summer De Roche	Credit: Producer
2018 Online	“The Unfollowed” – Puma Production Co: The Directors Group Director: Hamish Macgregor	Credit: Producer
2018 Online	“Ford Escape ST-Line Driving Content” Production Co: Shimmy Yay Director: Vincent Volpe	Credit: Producer
2018 TVC	“Meet the Pharmacists” – Dept. of Health Production Co: The Directors Group Producer: Craig Griffin Prod. Manager: George Rubanov	Credit: Production Assistant
2018 TVC	“If you don’t like it, change it” – Monash/Y&R Producer: Sheridan Wadelton Director: Hayden Gregory 1 st AD: Cam Mellor	Credit: Production Assistant
2018 TVC	“Worksafe Safety TVC” – Finch/Flint Photographer: Andreas Smetana	Credit: On set producer (stills)
2017 Online	“Live Your Love” – Myer/Clemenger BBDO Director/DOP: Hugh Peachey	Credit: Production Manager
2017 Online	“BAE Systems” – Y&R Melb Producer: Rachel Steele	Credit: Prod. Assist/Travel Co-ord
2017 TVC	“Deep Blue” – Michael Klim/Brands to Life Director/DOP: Hugh Peachey	Credit: Producer/Prod. Manager
2017 Online	“Attitudes to Ageing” – UniMelb Production co: Umbershoot Director: Brian Cohen	Credit: Production Manager
2016 TVC	We Make Champions” – Melbourne Vixens Production Co: Plot Media 1 st AD: Robbie McEwan	Credit: Prod Assist/Additional AD

OTHER NOTABLE CREDITS | PERSONAL PROJECTS

2018 Music Video	“X” – Hellions Director: Neal Walters	Credit: Producer
2018 Short	“Skewwhiff” – Exile Entertainment Director: Robin Summons Co producer: Alexi Ouzas	Credit: Producer
2018 Educational	“Solving the Pain Puzzle” Director: Steve Thomas	Credit: Production Manager
2017 Web Series	“Fresh!” Producers: Nikki Tran, Simon Trevorrow	Credit: Production Manager
2017 Short	“My Little Life” Director: David Willing Producer: Amy Elizabeth Price	Credit: Production Manager
2016 Short	“Apartments” Director: Amelia Mullooly	Credit: Producer
2012 TV Series	“Holy Switch” – Roar Film/ABC Directors: Varcha Sidwell Producers: Kath Symmons, Steve Thomas, Craig Dow Sainter	Credit: Casual Prod. Assist
2009 TV Series	“The Mission” – Roar Film/ABC Director: Varcha Sidwell Producers: Kath Symmons, Steve Thomas	Credit: Casual Prod. Assist

REFERENCES

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Craig Dow Sainter
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Sheridan Wadelton
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