

# Maddison Mitchell

07 387 440 853 · maddy.mitchell11@gmail.com · Bristol · Available ASAP · Own Vehicle & Full licence

## ABOUT ME

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Adaptable and diligent production professional with hands on experience across film, television, digital & branded content. Confident working in fast paced environments and collaborating across departments to keep productions running smoothly. With a background spanning both larger scale international shoots and smaller creative projects, I bring a calm, detail-focused approach and a genuine enthusiasm for production work.

## SKILLS

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*Crew scheduling · Call sheet & document management · PO/invoice processing · Logistics coordination · Production admin · Studio floor support · Microsoft Office & Excel / Google Sheets*

## PROFESSIONAL EXPERIENCE

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**Production Secretary - *I'm a Celebrity (UK) / Ich Bin Ein Star (Germany)*** **October 2024 - February 2025**  
ITV / RTL – Australia

- Supported the production team from pre-production through pack-down on a large HETV series.
- Managed and distributed key documents including call sheets, contact lists, and schedules.
- Processed timesheets, tracked absences, and assisted with invoices and distribution logs.
- Liaised across departments to maintain clear communication and logistics.

**Producers Assistant – *Our Fault : London*** **August 2025 - November 2025**  
UK

- Assisted two producers with scheduling, travel coordination, and daily administrative support.
- Worked closely with the wider production team to ensure their needs were met, often stepping beyond the typical assistant roles to offer extra support.

**Producer – *Bespoke Banter (Branded Content)*** **September 2023- August 2025**  
UK

- Oversaw end to end production for multiple branded content campaigns.
- Managed budgets, timelines, and communication between creative teams and clients.
- Directed shoots and coordinated delivery of content across various social platforms.

**Producer - *Stars in Their Ears (Upcoming Documentary)*** **Jan 2023 - Present**  
UK / Australia

- Collaborated on budgets, funding applications, and early-stage production planning.
- Produced pitch decks, treatments, and proof of concept materials.
- Supported development through scheduling, tracking, and cross-team communication.

**Runner / Production Assistant – *Turn up The Sun ( Jamie Adams )*** **November 2023**  
UK

- Supported day to day logistics and coordination between departments on set.
- Handled supplies and resolved challenges within a small, fast moving indie team.

**Production Assistant – *Feature Films & Television*** **September 2020 - February 2022**  
Various Projects, Australia

- **Elvis (Baz Luhrmann)** – Supported large-scale set operations and coordinated 300+ extras.
- **Thirteen Lives (Ron Howard)** – Provided logistical and practical support across departments during complex underwater and jungle-set shoots.
- **Joe vs Carole** – Assisted with daily logistics, distributing call sheets and coordinating runs for this NBCUniversal series.

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### EDUCATION

2019	<b>SAE Creative Media Institute</b> Associates degree majoring in Film & Television
2016	<b>Griffith University</b> Studied Journalism and Sociology
2015	<b>Marymount College</b> High School Certificate

### ADDITIONAL EXPERIENCE

Present	Creator and Editor of an online media publication freakoutmedia.com
2021	Art Director for 'Fertiliser' // winner of 48 hour Film Fest Brisbane
2016-2018	Intern at Rabbit Radio / Journalist and Photographer