

**NGAIRE JONES Curriculum Vitae**

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**EMPLOYMENT HISTORY**

**NZ ON AIR – Funding Assistant - 2017 – December 2018 – Wellington**

- Compile programme performance reviews for board meetings
- Liaise with broadcasters and producers to obtain up to date reporting statistics
- Attend funding assessment meetings and assess proposals
- Assist Funding Advisors, provide ratings and programme information

**THE IAN POTTER FOUNDATION – Program Officer 2013 – 2015 Melbourne, Australia**

- Administer grant applications for the travel and conference program areas
- Review and assess grant proposals/applications
- The provision of advice and support to applicant organisations and grantees

**TELEVISION NEW ZEALAND – Commissioning Assistant 2011 – 2012**

- Support the commissioners throughout the process of approval, assess and distribute proposals
- Liaise between the producers and the commissioners during the green light process
- Coordinate funding submissions to NZ On Air

**SOUTH PACIFIC PICTURES – SHORTLAND ST – Trainee 3<sup>rd</sup> AD/ On Set PA, Cast Driver/ Runner April – September 2011**

- Trainee Assistant Director; running scripts, scheduling talent
- Production Assist on set, Cast Driver, Runner

**CURIOUS FILM/TRAKTOR – GENERAL ELECTRIC TVC – Locations PA - March 2011**

- Location PA on set

**IMAGINATION TV – THE BIGGEST LOSER - Cast Driver/ On Set PA - February 2011**

- International TV Series
- Driving Crew and Cast, on set PA

**LIQUID STUDIOS – Assistant Producer 2010 – 2011**

- Music and Audio Post Producer; booking and coordinating talent and engineers
- Liaising with producers, attending and directing sessions
- Contract and budget negotiations, scheduling and determining timelines

**SOUNDTRAX – Studio Manager 2008 – 2010**

- Audio Post Producer; coordinating talent, engineers, clients and producers
- Licensing liaison for APRA (Australasian Performing Rights Association)

**JUICE TV – Assistant Programme Director 2005 – 2008**

**EDUCATION**

- Auckland University – Graduated Bachelor of Arts in Politics, History and Music

**REFERENCES – Available On Request**

- NZ On Air
- Television New Zealand