

# SARAH BAKER

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## PERSONAL SUMMARY

I am a creative and diligent individual who strives to become a successful TV and film producer. I apply myself to every task that is put in front of me with efficiency. I am detail-orientated and work well to tight deadlines. I am a fast learner who can quickly develop my strategy to fit any situation and enjoy being part of a team.

## EXPERIENCE

### **PRODUCTION RUNNER**, *Unite Against Covid-19 – Sweetshop*

April 2021

During this role I was responsible for picking up actors and crew, purchasing and picking up gear required for the production. As well as this I assisted with organization of the actors' paperwork for production.

### **PRODUCTION RUNNER**, *Smokefree - Scoundrel*

March 2021

I worked alongside the production manager and producer to purchase and pick up necessary items and gear for the production, as well as assisting with general office administrator.

### **ASSISTANT LOCATION COORDINATOR**, *Corazon - A24*

October 2020 – March 2021

As an assistant location coordinator, I was responsible for office administration, collating and maintaining important documentation vital to the location department, corresponding with location owners and surrounding properties, and creating and distributing letter drops. My on-set responsibilities included but were not limited to pedestrian lockdown during takes, and vehicle marshalling on location.

### **OPERATIONS MANAGER**, *Cyber Toa Limited*

January 2020– September 2020

In 2020, as an addition to my content creator role, I managed daily operations of the team; scheduling work to balance staff priorities, workloads and deadlines to ensure client expectations were met.

### **CONTENT CREATOR**, *Cyber Toa Limited*

August 2018 – September 2020

As a content creator for Cyber Toa, I was responsible for the management and creation of content for their e-learning platform. I worked with the Director of Training to record and edit adverts and course training videos which were entertaining as well as informative.

### **KEY MASTERS PROJECTS**

February 2019 – February 2020

During my time studying a Master of Fine Arts, I worked on the following projects.

- ***The Late Shift***: Producer (Short Film)
- ***Roots***: Producer (Documentary)
- ***Songbird***: First Assistant Director (Short Film)
- ***Maranui***: First Assistant Director (Documentary)
- ***Greytown Honey***: Producer (Commercial)
- ***Victoria University of Wellington Student Recruitment***: Producer & Sound Recordist (Commercial)
- ***Der Koch***: Sound Recordist & Sound Mixer (Short Film)
- ***The Waiting Room***: Director (Short Film)

**INTERN, NZ ON SCREEN**

July 2019 - September 2019

At NZ On Screen, I worked with the rights executive to obtain and execute rights from films to show on the NZ On Screen website. This involved communication with the filmmakers and writing up rights agreements. I also would suggest excerpts from existing clips on the NZ On Screen that could be shared on YouTube. Finally, I would write summarizing blurbs for interviews which were published on their website.

**EDUCATION**

**MASTER OF FINE ARTS (CREATIVE PRACTICE) IN FILM,** Victoria University of Wellington

February 2019- February 2020

**BACHELOR OF ARTS MAJORING IN FILM AND THEATRE,** Victoria University of Wellington

February 2016-November 2018

**SKILLS**

- Full, clean driver's license
- Detail orientated
- Excellent written and communication skills
- Enthusiastic and dependable
- Quick learner
- People skills
- Multi-tasking
- Teamwork
- Time management
- Proficient in Microsoft Office, including Word, Excel and Outlook

Referees Available on Request