



ERANA MCKINLAY

PROFILE

Reliable and versatile individual interested in Production Coordinator roles. I have extensive film & television experience from roles in London and Wellington. I have also developed strong organisational and communication skills in my recent roles as a Department Coordinator and Production Coordinator.

- Full clean NZ driver's licence
- Highly adaptable and can pick up new skills quickly
- Always ready to go beyond what is expected of me, and can work both independently and as part of a team
- Adept at carrying fresh ideas through to completion and using initiative in high-pressure situations
- Resilient, can think on my feet, and cope with change

CONTACT

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REFERENCES

Available on request

SKILLS

- Experience on film sets and in post-production
- Live television studio experience
- Department coordination experience
- Film locations experience
- Excellent knowledge of entire Microsoft Office suite
- Proficient use of Windows 10 apps (Teams, Sway, Forms, etc.)
- Fast and accurate typing skills (90 wpm)
- Event coordination/organisation experience (100 attendees)

WORK EXPERIENCE

Wētā FX– Production Coordinator (March 2022-present), Production Assistant (March 2021-March 2022) [Wellington]

March 2021 – present

- Coordinating a team of 40+ artists
- Ensuring deadlines were met in a high-pressure environment
- Setting up internal and client meetings, creating playlists, taking notes

880 Productions Ltd – Lighting Department Coordinator [Wellington]

September 2020 – February 2021

- Tracking additional crew, overtime, and sick leave
- Tracking and logging Lost & Damage reports
- Updating and writing purchase orders

Department of Prime Minister of Cabinet – Business Coordinator [Wellington]

June 2020 – September 2020

- Part of the COVID-19 Response, providing support to the Communications & Public Engagement team
- EA support – diary and inbox management
- Processing invoices and contracts
- Drafting and proof-reading correspondence on manager's behalf

Inland Revenue Department – Personal Assistant [Wellington]

June 2018 – September 2020

- Assisting the Legal Services Leader and wider leadership team
- Diary management, bBooking meetings and facilities
- Creating agendas and taking minutes for meetings

A+E Networks – Presentation Scheduler [London]

November 2016 – May 2017, October 2017 – March 2018

- Completing daily schedules for multiple channels
- Performing final checks on schedules before they go on air
- Ensuring a high level of accuracy on all schedule elements

Film Office Ltd – Private Locations Booker [London]

May 2017 – October 2017

- Handling new filming enquiries via phone and email
- Liaising between private property owners and media production companies looking for filming locations
- Negotiating filming rates and negotiating budgets
- Overseeing shoot days, handling any issues that arise
- Writing news articles and updating social media pages
- Photographing new film locations, editing photos on Lightroom and publishing them on the company website

Open Mike Productions – Production Assistant/Studio Runner [London]

October 2016

- Working on *The Last Leg* during pre-production and the live taping of the show
- Ordering and picking up meals for the production team
- Copying and distributing scripts to the producers and directors before taping

Endemol Shine - Logger [London]

May 2016 – August 2016

- Working on *Big Brother* and *Celebrity Big Brother* during pre-production and production
- Live transcribing with high level of detail and accuracy
- Notifying producers and directors of any important developments or rule breaks

Natural History New Zealand – Logger [Dunedin]

January 2016 – April 2016

- Logging nature documentary footage
- Identifying important characters for the narrative of the documentary
- Working independently during weekends

OTHER EXPERIENCE

New Zealand International Film Festival – Usher [2019]

Wellington Footlights Society – Production Assistant/Stage Manager [2018]

EDUCATION

Otago University, New Zealand

January 2013 – December 2015

BA in Film and Media Studies, minor in Sociology

Exeter University, United Kingdom

September 2014 – January 2015

Semester abroad