

ALLIE DUFF

SET P.A. BASED IN WELLINGTON. CONTACT: ALLIE1744@GMAIL.COM

RELEVANT EXPERIENCE

Set Production Assistant | Saint-Pierre | Season 1

CBC Gem & Hawco Productions | Saint-Pierre, France & St. John's, NL | 2024

- Completed international BG paperwork.
- Responsible for communicating relevant info to French background actors.

Key Set Production Assistant | Son of a Critch | Seasons 1 - 4

Take the Shot Productions | St. John's, NL | 2021 - 2024

- Communicated relevant info to cast and crew, such as scene order changes.
- Assisted A.D. team with lock ups, inviting cast, cast lunch orders, and paperwork.

3rd A.D. | NIFCO Picture Start | Black Hole, Northerner, & Pearls

NIFCO | St. John's, NL | 2023 - 2024

- Assisted with cast and background at basecamp and set, including paperwork.
- Anticipated departmental needs and communicated relevant info.

Daily 3rd A.D. & Tandem Set P.A. | SurrealEstate | Season 2

Take the Shot & Blue Ice Productions | St. John's, NL | 2022

- Assisted the 1st A.D. with directing BG and logistical tasks.
- Delegated tasks to P.A.s and facilitated flow of info to all departments.

Set P.A. & Daily T.A.D. | Astrid & Lilly Save the World | Season 1

Take the Shot & Blue Ice Productions | St. John's, NL | 2021

- Facilitated processing of cast at basecamp (tandem unit).
- Completed DPRs, AWRs, and other paperwork.

EDUCATION & QUALIFICATIONS

Completed courses with NLDGC:

NLDGC Fundamentals, Set P.A. Fundamentals, Set Safety & Etiquette, Building a Respectful Workplace, Locations P.A. Fundamentals, and Trailer A.D. Fundamentals

Post-Graduate Certificate in Creative Writing - Humber College, 2020

Bachelor of Arts in English - Memorial University of NL, 2016

Emergency First Aid - Certified on 10/03/20