



6 Ridge St, North Sydney, NSW 2060
p. +61 2 8458 1300 | e. info@rmkcrew.com.au
rmkcrew.com.au

MARY-ANNE MONCUR

PROFILE

I am a senior producer who is organised, systematic, logical and well-grounded with proven experience in managing people and budgets. I have extensive experience in production management across a broad range of mediums both in a corporate /agency/Broadcast and Digital environments. I have sound technical understanding, shrewd business sense, innate financial skills and outstanding people management capabilities. I have proven experience working with large and diverse teams in high pressure environments and the ability to problem solve in a calm and considered manner. I have experience in guiding regulatory compliance and regulations and most importantly I am passionate about Production and Storytelling. I have a great sense of humour, possesses a level head and enjoy working in a spontaneous and creative environment.

EXPERTISE

- Highly developed communication and negotiating skills
- Excellent documentation and administration skills
- Accountability and Information management to support a team
- Budget preparation and management
- Exceptional client liaison, operates with discretion
- Quality assurance over all aspects of the production
- Resource management
- Trouble shooting
- Strong creative drive - Storytelling
- Supportive Team Management
- Various Platforms-Intranet, social media, corporate

PROFESSIONAL BACKGROUND

- Business Growth through Quality Studies-Whitehorse Quality Network
- Bachelor of Media Studies RMIT
- Advanced Certificate in Interior Design- Melb College of Decoration
- Australian Current Drivers License
- PC & Mac programs
- Farmers Wife – scheduling system
- Knowledge of Avid – FCP – Animation - ProTools
- SAP Finance System

Senior Producer / Production Manager Nab Video – role completed April 2017 – currently Freelance

Alistair Reid - Manager Nab Video

Partner with Strategy and Creatives to develop and implement solutions to client business projects.

Develop and maintain positive relationships internally and externally.

Project planning, estimating and resource allocation in a Digital environment.

Manage project issues and assumptions/decisions, creative choices where appropriate.

Ensure projects are consistently delivered on time and within budget.

Effectively translate and communicate complex client requirements, statements of work and scope documents to a number of audiences.

Commercial acumen and project profitability.

Continuous process improvements.

Motivate and generate enthusiasm within the team.

Demonstrative story telling across various platforms.

Senior Producer – NAB Video Freelance 2014 - 2015

Prue Vincent – Consultant Nabvideo

Freelance producer – multiple projects

Senior Producer – Activemotion Agency August 2011- 2013

Emma Reynolds Director

Management of all projects in an agency environment, working with clients on their budgets and timeframes, predominantly commercials from edit, grade, animation to online environment.

Post Production Supervisor - Shine – Freelance March 2011 Karen

Palmer Executive Producer

Letters and Numbers Series 3 – Collaboration with client to maintain budget and post production schedule of edit, audio and quality control to air.

Head of Production - Editel Post Production Jan 2003- 2011

Lisa Taylor - Director

In my role as General Manager / Producer for 8 years at Editel, I successfully managed multiple projects within a team of 20. Successful fiscal planning was key in this role, while maintaining the creative integrity of the projects. I managed all systems and processes for increased quality control while supporting the team. During my tenure at this company I managed the company to a continuous financial growth over 9 years.

Producer - Big Time Media Feb 2001 – 2003

Anne Tindall Producer

Big Time Media is a multimedia production house with a total concept approach to the development of online communications and event design and production. The company has a special interest in future applications of communications technology and a reputation for achieving the unusual. My role was to support all productions both financially and creatively.

Production Manager - Nell Johnson Productions 2001 – 2002

Nell Johnson Producer

Production Manager for the short film 'Wild Poppies'

Budget management and all aspects of production requirements

Cast Coordinator / Chaperone - Crawford Productions 2001

Heather MacFarlane Head of Production

Guinevere Jones (children's TV series)

Production Coordinator - Southern Star/ HSV7 1996 - 1998

Eva Orner Production Manager

Blue Heelers (TV Drama Series)

CREDITS – Broadcast & Agency

- Australian Stories
- Deal or no Deal Series 1 – 9
- Made in Melbourne Series
- Letters and Numbers
- What not to Wear
- Kath & Kim
- Thank God You're Here Series
- To Russia with Love Documentary
- Blue Heelers
- Russell Coight All Aussie Adventures
- The Master
- Wiggles Behind the Scenes
- Saints and Sinners
- Comic Relief
- True Stories
- Beat the Stars
- Spit it Out
- TV Burp
- Kylie Minogue Costume Launch
- Theatre Tours
- Berlei
- Elmwood
- Melbourne Zoo
- Nab
- ANZ Multiple Projects
- Telstra
- Nab
- Mars
- Nintendo
- General Mills
- MSAC
- Commonwealth Games
- Opera Australia
- VACC
- Port of Melbourne Authority
- Media Manoeuvres
- Cirque du Soleil
- Charter World
- MSO
- Fernwood
- The Arts Centre
- Luna Park