



# Ailise James

## Film & TV Industry Professional

### CONTACT



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### EDUCATION

University College Dublin  
MA Film Studies – Film Theory and  
Production (2005 – 2006)

National University of Ireland Cork BA  
European Studies and French (1998 –  
2002)

### KEY SKILLS

- Contract negotiation & drafting
- Practical & business communication skills
- Experience in commercial & production environment
- Proactive, energetic & able to work with minimal supervision in a team environment
- Well organised and able to handle multiple tasks and priorities
- Close business in line with company targets
- Attention to detail

### PROFILE

An experienced Film & Television professional who has worked in Ireland and Internationally across Theatrical Film Distribution, Film Exhibition, TV & Film Productions, and most recently as part of the Business Affairs team for Independent TV & Film Distributor Beyond Rights Limited.

### PROFESSIONAL EXPERIENCE

#### Beyond Rights Limited

##### Contract Manager – Business Affairs (December 2018 – March 2023 )

Working closely with a broad range of International Licensees (agents and or/broadcasters) and Producers as well as all Beyond staff including Acquisitions, Legal, Finance, Operations, and Sales based in Australia, the UK and Ireland.

- Draft, review and negotiate contracts on client paperwork and draft Beyond agreements.
- Manage the contracts process ensuring a quick turnaround from draft to signature.
- Provide reporting to management on contracts closing.
- Close business in line with company targets.
- Commercial awareness of European and International markets.
- Client and customer service and liaison.
- Manage and upkeep of rights management system.
- Responsible for final signature on all Irish Sales Agreements.

#### Film & Television Production (Various – See Page 2)

##### Contract Coordinator | Production Coordinator | Assistant Production Coordinator | Production Secretary (June 2012 – December 2018)

Supported the production department to ensure smooth running of the production from prep through to filming and wrap. This role was very varied and required a high level of time management, organization and interpersonal skills. Worked on the following productions: *Quantico*, *Supervized*, *Tommy's Honour*, *Penny Dreadful*, *Taken Down*, *I Kill Giants*, *The Rhythm Section* and *Black 47*.

- Managed the contracts process ensuring a quick turnaround from draft to signature.
- Liaised with all departments and legal to ensure upkeep of all insurance requirements.
- Promptly kept the production informed of any changes to schedule, script, contacts, etc.
- Respected budgets as directed by the producers.
- Reported to the producers as required.
- Carefully looked after all travel and accommodation requirements.

#### Paramount Pictures New Zealand

##### Marketing Executive (September 2008 – April 2011)

Worked under the supervision of the Marketing Manager to deliver effective and efficient Promotion, Publicity and Advertising campaigns in the New Zealand territory across a broad range of films not limited to but including: *Robin Hood*, *Fast and Furious*, *Hop*, *Bruno*, *Up in the Air* and *Shrek Forever After*.

- Liaised with local press to maximise exposure and reach the target audience for each specific campaign.
- Booked press, radio and print campaigns as per the advertising budget.
- Ensured partner promotional terms and conditions left no room for error or interpretation.
- Negotiated promotional opportunities with third parties.
- Advised and approved audiovisual and print materials in line with studio guidelines.

# Ailise James

## Production Experience

### CONTACT INFORMATION

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### FOR REFERENCE

[www.linkedin.com/in/ailisejames](http://www.linkedin.com/in/ailisejames)

[www.imdb.com/name/nm6918164/](http://www.imdb.com/name/nm6918164/)

### PRODUCTION EXPERIENCE

#### **PRODUCTION COORDINATOR**

May '18 – Sept '18	<b>Taken Down</b> (TV Series)	RTÉ Production Manager: Catherine Dunne
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#### **PRODUCTION CONTRACTS**

Oct. '18 - Jan. '19	<b>Battle At Big Rock</b> (Jurassic World short)	Wild Atlantic Pictures & Universal Production Manager: Donna Eperon
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Mar. '18 - Apr. '18	<b>Quantico Series 3</b> (TV Series)	ABC Television Network Production Manager: Donna Eperon
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#### **ASSISTANT PRODUCTION COORDINATOR**

Aug '17 - Mar. '18	<b>The Rhythm Section</b> (Feature Film)	EON Productions & Four Provinces Films Production Manager: Patrick O'Donoghue
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May '17 - July '17	<b>Supervized</b> (Feature Film)	Merlin Films Production Manager: Patrick O'Donoghue
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Nov. '16 - Dec. '16	<b>Black 47</b> (Feature Film)	Fastnet Films & Samsa Film Production Manager: Jo Homewood (LUXEMBOURG UNIT)
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Aug. '16 - Oct. '16	<b>I Kill Giants</b> (Feature Film)	Parallel Films & UMedia Production Manager: Donna Eperon
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Mar. '16 - June '16	<b>Dawn</b> (TV Series Pilot)	MGM Television & Hulu Line Producer: Cait Collins
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Feb. '16 - Mar. '16	<b>Reign</b> (TV Series)	CBS Television Studios & Parallel Films Production Manager: Catherine Dunne
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Aug. '15 - Sept. '15	<b>Tommy's Honour</b> (Feature Film)	Gutta Percha Productions Ltd & Wind Chill Media Line Producer: Victoria Dabbs (SCOTLAND)
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Mar. '15 - Aug. '15	<b>Little Grey Fergie (1, 2, 3)</b> (Feature films)	Ripple World Pictures & Cinenord Kidstory Production Manager: Anna O'Malley
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Oct. '14 - Nov. '14	<b>The Witness</b> (Feature film)	Samson Films, MP Filmska produkcija & Pirej Film Production Manager: John Wallace
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Aug. '14 - Oct. '14	<b>My Name Is Emily</b> (Feature film)	Newgrange Pictures & Kennedy Films Production Manager: Des Martin
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#### **ACCOMMODATION COORDINATOR**

June '13 - Aug '14	<b>Penny Dreadful</b> (TV Series - Season 1 & 2)	Showtime Network, Sky TV & Octagon Films Production Manager: Stephen Burt
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