

RACHEL MUNRO

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Driver with car + based in Enniskerry, North Wicklow

TV & FILM RELATED TRAINING AND MEMBERSHIPS

Completed Best Practice for Production Coordinators with Crew Academy East – November 2023
Completed Introduction to Travel and Accommodation with Crew Academy West – September 2022
Completed Albert Training + member of the TV & Film Sustainability Forum
Member of The Production Guild Ireland

SEPT TO OCT 2023 – Next level Chef S3, Biggerstage / Studio Ramsey – Entertainment / Culinary Show
Welfare Production Secretary

JUN TO AUG 2023 – ANNIVERSARY - Fifth Season/Metropolitan Films – Feature
Assistant Production Coordinator (June and July)

- Contracting – Crew (PAYE, SCH D and LOAN OUTS), HOD Agreements, Stunts Contracts and Facility Agreements.

Sustainability Coordinator (August)

- Completed Carbon Albert Footprint Calculator

MAY TO JUN 2023 – ABIGAIL – NBCUniversal – Feature
Trainee Sustainability Advisor

APR 2023 – THE TOURIST - Amnesia Productions DAC, BBC – Scripted Drama

Daily (Cover) Assistant Production Coordinator

Production Coordinator: Cian Hennigar / E: cianhennigar@gmail.com

DEC TO APR 2023 – OBITUARY - About Premium Content / HULU – 6 Pt Scripted Drama

Travel & Accommodation Coordinator

- Responsible for all travel and accommodation for both cast (40+ cast) and crew. Dealing directly with the top 5 cast. Bundoran, Donegal. + Managed all production hire car rentals and shipping.
- Additional stepped in and supported the Screen Skills Coordinator with administration.
- Additional support to the Production Coordinator with Child License applications and approval.
Line Producer: Gemma O'Shaughnessy
Production Coordinator: Barbara Ni Ghoara / T: +353 87 972 3968 / E: barbaraobair@gmail.com

JUL TO OCT 2022 – IRISH WISH - Netflix - Feature

Production Secretary

- Providing guidance and ensuring tasks have been completed by two Production Trainees, shipping coordination, managing cast and crew car rentals, updating cast lists, headshots, management cast perks sheet, notice letters and vendors lists.
- Assisted with prepping the Netflix Climate Action Plan prior to the Sustainability Coordinator joining the production.
Line Producer: Frances O'Reilly
Production Manager: Lyndzi Doyle
Production Coordinator: Karen McDermott / T: +353 87 224 3393 / E: karenmcdermott1982@gmail.com

MAR TO JUNE 2022 – THE MIRACLE CLUB - Shinawil - Feature

Production Trainee (stepped-up up as Production Secretary)

- Heavily involved with prep – setting up the production offices and ensuring all departments/new starter desks etc were set up, liaising with Ardmore management in matters relating to the studio, supporting the production coordinator with the Prep Diary.
- Management of the Unit List and ensuring NDA's where signed, set up of all distribution lists, watermarking scripts and distributing (manually), distribution of accounts forms and information to new crew starts, running sides, consumable orders.
- Co-management of the Albert Sustainable Production Certification.
Line Producer: Kathryn Kennedy / T: +353 87 121 9825 / E: kathryn@kennedyfilms.net
Production Manager: Lyndzi Doyle / T: +353 (0)86 127 1690

OCT TO DEC 2021 – North Sea Connections, Subotica – 6 Pt Scripted Drama

Covid Coordinator (Nov – Mid Dec)

Managing twice weekly covid testing schedule, booking in all daily tests (for cast, crew, and extras) and ensuring covid protocols are followed - across Unit Base, Production Office and onset.

Daily Assistant Production Coordinator, Travel and Accommodation Coordinator (Oct full month)

Mainly responsible for travel and accommodation for both cast and crew. Shoot fully on Location around Clifden, Galway.

Line Producer: Sinead Barry / T: +353 (0)85 192 2529 / E: sinead.sb@gmail.com

Production Manager: Donal Sheehan / T: +353 (0)87 053 5948 / E: donalsheehan92films@gmail.com

OTHER AREAS OF EXPERIENCE INCLUDING EXECUTIVE SUPPORT

Executive Support

- Diary Management and Support at CEO level + Administration support to the wider Senior Management Team.
- Board liaison - management of board meetings and compiling board packs. Following up on actions, ensuring meeting minutes signed off.

Office Management + HR Coordination / Internal Communications

- Management all HR administration including company benefits, IT Support, managing recruitment activities
- Development and implementation operational policies and procedures including and devising an onboarding programme.
- Overseeing office budgeting, HR reporting, workspace planning, and H&S auditing.
- Internal communication activities including organising quarterly communication sessions and fortnightly group e-newsletter, organised and co-ordinated an annual communications event for more than 150 members of staff and clients.
- Project management of new office set up

Meeting and Event Management (Virtual and Onsite Management)

- Educational Workshops – NIMDTA, Assisted the Education Management team with the planning, administration and organisation of a range of educational and training events for Trainees and Trainers.
- Gala Dinners - IMEX Frankfurt Gala Dinner (800 guests) and IMEX America Gala Reception (600 guests); management from conception to completion. Guest lists, sponsorship, budget management, marketing, entertainment, menus and gift selection, onsite management, post event analysis etc.
- Planning/coordinating company-wide meetings via Zoom / conference lines and board meetings
- Corporate Roadshows - Management of corporate roadshows across Europe (shareholder targeting, proposed schedules, inviting clients, executing all logistics and collecting all feedback).
- Conferences - Onsite Event Manager - Health Network Communications (Terrapin) - The World Drug Safety Congress 2016 held in Munich (200 attendees, exhibition, conference, streams, speed networking sessions and roundtables).
- Corporate Receptions - Event Coordinator - Centaur Media - The Future of Digital Marketing Conference (300 attendees), Corporate Receptions (Vision 100 for Marketing Week) and Awards Dinners (900 seated).
- VIP Events - Tesco National Charity Partnership - Coordination of events working with key stakeholders from British Heart Foundation, Diabetes UK and Tesco. Heavily involved with the inaugural Parliamentary Reception, which took place at Houses of Common, Strangers Dining room including a high-level guest list including MPs.

Large Team Coordination

- Personal Support to two Directors and the Public Sector Management Team and support to the wider Public Sector team of 125 Project Coordinators

Online Marketing

- Content management of company website, coordinating social media activities, reciprocal weblink management and monthly web statistic reporting.
- Assisting the Press Office with circulation of press releases via email broadcast system, managing the production of marketing materials and survey coordination.

- Office Manager/Executive Assistant to CEO, Mainstay Medical, Dublin (March 2020 to Oct 2020) Maternity Cover
- Office Operations Manager/Executive Assistant to MD and Team of Directors, Mile High Labs International, Belfast (July 2019 to January 2020) Position made redundant due to the company wide (USA and Europe) restructure.
- Training Events Coordinator, NIMDTA Northern Ireland Medical and Dental Training Agency, Belfast (Mar 2019 to July 2019) Ongoing temporary position
- EMEA Event/Roadshow Execution Manager, Citigroup, Belfast (Oct 2018 to Feb 2019)
- Sales Administrator, Stanley Security, Belfast (Aug 2017 – Oct 2018) Long term sickness leave cover.
- Operations Support to the Press and Policy Office, The Federation of Small Businesses, Belfast (2016 – 2017)
- Freelance Events Manager, London (2015 - 2016) Freelance and Contract Roles
- Executive Assistant to Two Directors + Management team of five + Team support to 125 Project Managers, Mace Group, London (2012 – 2014)
- Event Planner/Marketing Executive, IMEX Exhibitions, Brighton, West Sussex (2009 – 2012)
- Personal Assistant to MD /HR and Office Manager overseeing 3 offices, Beaney Pearce, London (2007 – 2009)
- Freelance Business Support Roles, London (2004 - 2007)
- Receptionist, Aurum Funds, London (2000 - 2004)
- Council Tax and Housing Benefits Officer, New Forest District Council, Lymington, Hampshire (1994 - 1999)

Education - 11 GCSEs gained including Mathematics C, English Language B, English Literature C and Computer Studies A

References - are available upon request.