

MADELEINE JONES (MJ)

EMERGING FILM PRODUCER & CREATIVE PROFESSIONAL

I'm a business professional with over 10 years of experience in administration, event coordination, and creative production. Recently transitioning careers from the corporate world into the film industry, I bring strong leadership, organisational expertise, and a fresh perspective to storytelling. While still early in my film career, I've secured title credits, showcasing my ability to manage projects with precision and creativity.

My background includes roles as Co-Founder and Director at Pendula Productions Pty Ltd, producing content for brands like Metricon Homes and Origin Energy, and as a subcontractor with 12 Worlds Pty Ltd, producing and filming campaigns for Procore Technologies, Buildcorp, Woollam Constructions, and the Queensland Reds. With a proven track record in managing complex schedules, streamlining operations, and fostering strong stakeholder relationships, I thrive in fast-paced, dynamic environments. I'm known for my adaptability, attention to detail, and creative problem-solving, along with a knack for quickly mastering new technologies through natural ability and self-directed learning.

My previous experience in running businesses and coordinating events has equipped me with strong transferable skills essential for producing, including project management, budgeting, stakeholder communication, and problem-solving. These experiences have honed my ability to manage complex logistics, lead diverse teams, and deliver high-quality outcomes under pressure—core strengths that translate seamlessly into film production.

Outside of work, I'm an avid diver, committed step-mother, and advocate for the LGBTQI+ community, committed to promoting equality and inclusivity. Above all, I'm thrilled about the future of my film career as a producer and eager to contribute to projects that inspire, engage, and leave a lasting impression.

CONTACT

0415 160 960
madeleine.b.jones@gmail.com
www.linkedin.com/in/mjfilmsco

EDUCATION

SAE Creative Media Institute
Diploma of Film | 2021 – 2022

Griffith University
Bachelor of Business | 2010 – 2012
Double Major in Event Management
and Marketing

+ Griffith University Business School
+ IMEX-MPI Future Leaders

A.B. Paterson College
Queensland Certificate of Education
Year 12 | 1997-2009

PROFESSIONAL EXPERIENCE

Freelance Filmmaker

Sole Trader (Trading as MJ Films) Subcontractor for 12 Worlds Pty Ltd | 2024 – Present

- Established MJ Films as a sole trading entity to collaborate with 12 Worlds Pty Ltd, activating an ABN and managing branding efforts.
- Delivered major campaigns for clients including Procore Technologies, Buildcorp, Queensland Reds, and Woollam Constructions.
- Oversaw full-cycle production, from concept development to execution, for high-budget and multi-day shoots, completing post-production within strict deadlines and brand protocols..
- Coordinated interviews, crafted storyboards, produced and coordinated production schedules with environmental contingency plans..
- Demonstrated professionalism and effective communication, collaborating with international stakeholders and managing cross-border approvals.

Event Coordinator and Wedding Manager

Glenrock Events Pty Ltd (2022 – 2023) Tenterfield, NSW

- Organised and managed various events and full-service weddings from beginning to end operations, handling logistics, budgets, and stakeholder coordination.
- Enhanced client experiences by personalising services and ensuring smooth execution under tight deadlines and budget expectations.

- Collaborated with clients and teams to deliver exceptional and memorable events.
- Managed stakeholder relationships and ensured adherence to company estimates
- Maintained excellent communication and interpersonal skills to interact effectively with clients, subcontractors, and team members.

● **Company Co-Founder/Director**

Pendula Productions Pty Ltd (2019 – 2022) Gold Coast, QLD & Melbourne, VIC

- Directed and produced high-profile corporate videos for major brands including Metricon Homes, Origin Energy, Marion's Kitchen Australia, EMI Australia & YouTube US.
- Managed end-to-end production workflows, overseeing pre-production, production, and post-production, including budgeting, scheduling, and editing.
- Served multiple positions as Camera Operator, Director of Photography (DP), Director, and Editor on numerous video projects, delivering high-quality deliverables across various platforms.
- Cultivated and maintained strong client relationships, ensuring clear communication, meeting expectations, and timely delivery of projects.
- Administered company finances, including budgeting, forecasting, and managing cash flow for individual projects.
- Handled corporate governance, shareholder relations, secretarial duties, and negotiated contracts, ensuring compliance and favorable terms.

● **Company Founder/Director**

Imagjen Media Pty Ltd (2016 – 2019) Gold Coast, QLD

- My first business venture delivering photography and videography services for a wide range of clients, including Olympus Australia, Aurora Expeditions, EMI Australia, Virgin Australia, LittleBIGman Records, and renowned Australian artists such as Something for Kate, Tina Arena, Matt Corby and Meg Mac.
- Coordinated large-scale travel campaigns and content creation, balancing creative, logistical and environmental demands.
- Cultivated strong client relationships through networking, leading to recurring business opportunities and friendships that lasted years.

● **Peri-operative Administrator**

Ramsay Health Care (2015 – 2016) Gold Coast, QLD

- Provided administrative support to the Assisting Director of Clinical Services, 14 operating theatres, a myriad of surgeons and the Peri-operative clinical team.
- Maintained excellent communication across multidisciplinary team leaders.
- Coordinated and scheduled peri-operative appointments and procedures whilst maintaining accurate records of patient information and surgical details.
- Managed patient records, scheduling, and billing for a high-volume medical practice.
- Utilised medical software systems like Genie to maintain data integrity.

● Medical Administrator

Orthopaedic Surgery & Sports Medicine Centre (2011 – 2013: 2014-2015) Gold Coast, QLD

- Managed patient records, scheduling, and billing for a high-volume medical practice.
- Supported physicians with day-to-day operations, ensuring accuracy and efficiency in patient services.
- Utilised medical software systems like Genie to maintain data integrity.

● Bar Manager

The Beehive Inn (2013 – 2014) Edinburgh, Scotland

- Managed daily operations of one of Edinburgh's oldest and most iconic pubs, ensuring high service standards and a welcoming atmosphere.
- Oversaw staff, including bartenders and servers, ensuring efficient team coordination and exceptional customer service.
- Managed inventory, ordered supplies, and maintained stock levels.
- Handled cash, balanced tills, and implemented health and safety protocols.
- Developed and enforced bar policies, including responsible alcohol service.
- Trained new staff on operational procedures and product knowledge.
- Promoted a positive and vibrant environment to encourage repeat business and customer loyalty.

● Bar Contract Supervisor

X-MAC People (2010 – 2011) Gold Coast, Queensland

- Managed staffing, cash handling, contractor coordination, and merchandise sales for major events like Splendour in the Grass and Big Day Out as Bar Contract Supervisor at X-MAC People.
- Excelled in festival promotion, recruitment, and seamless operations in high-energy environments.

KEY SKILLS

Technical Skills: All Microsoft programs, Genie, Ivvy, Tavé, Adobe, Photoshop, Lightroom, Premier Pro, After Effects, Frame.IO, Davinci Resolve, DSLR, mirrorless and cinema camera operation, storyboarding, production scheduling, and logistical planning.

Leadership Skills: Team Management, project Coordination, stakeholder communication, adaptability to environmental challenges and changes, effective collaboration and a high level of organisational skills to manage multiple concurrent projects.

Certifications: National Employment Police Check, NSW Drivers Licence, Criminal History Check Certificate, Certificate of Appreciation - The Salvation Army Red Shield Appeal, Microsoft Excel - Introduction, Microsoft Excel - Intermediate, Effective People & Communication Skills, Perform Cardiopulmonary Resuscitation (CPR), Apply First Aid Certificate, Follow Workplace Hygiene Procedures, Prepare and Serve Espresso Coffee, Certificate II Hospitality Operations, Responsible Service of Alcohol Certificate, Open Water Diver Certificate - PADI and soon Advance Diver

WORK EXPERIENCE

● Social Media Manager (Volunteer)

Murwillumbah CORE Inc. (formerly Hub 2484) (2022 – Present)

- **Leadership & Team Management:** Supervised and mentored a team of volunteers to effectively manage the organization's social media platforms, ensuring consistency and quality in content.
- **Stakeholder Engagement:** Established and maintained communication with local and national media, Australian Army and Navy, RFS, Vice AU, singer Ziggy Alberts, business owners, and flood-affected residents to coordinate community efforts.
- **Content Creation & Management:** Monitored, wrote copy, and produced photography for Facebook and Instagram accounts (@Hub.2484), delivering timely updates and engaging content to promote the hub's activities and initiatives.
- **Event Promotion & Fundraising:** Organized and promoted events, including exhibitions and recovery conversations, while spearheading fundraising campaigns to support operational needs.
- **Community Support Coordination:** Facilitated resource mobilization by managing requests for medical supplies, essential items, and volunteer assistance for flood-affected areas.
- **Photography & Storytelling:** Served as the sole photographer and interviewer, capturing impactful stories of survivors, volunteers, and community efforts to raise awareness and drive support.
- **Volunteer Recruitment & Coordination:** Streamlined volunteer recruitment and scheduling, ensuring adequate support for initiatives like community cleanups and resource distribution.
- **Ongoing Support:** Maintain an active role in supporting Murwillumbah CORE and its director, Kerry Pritchard, contributing to community recovery and resilience-building efforts.

● Department Head (Volunteer)

Queensland Folk Federation (2010 – 2013)

Dedicated and experienced Festival Operations Leader with a strong background in volunteerism and management at the internationally renowned Woodford Folk Festival. Beginning as a volunteer through Griffith University at AUSfolk 2010, I advanced to Department Head for Bars, managing operations and leading a team of volunteers. My extensive involvement included over 130 volunteer hours across various roles and events.

- **Leadership & Management:** Progressed to Department Head for Bars during the 2011/12 festival, managing end-to-end operations, including volunteer recruitment, training, scheduling, supervision, and post-event evaluations.
- **Flood Recovery Contributions:** Played a pivotal role in critical site recovery efforts following the 2011 floods, assisting with clean-up and rebuilding initiatives.
- **Event Participation:** Actively supported events such as program launches, working bees, festivals, and planning meetings, demonstrating a hands-on commitment to the Queensland Folk Federation.
- **Volunteer Engagement:** Performed diverse roles, including bartending, kitchen preparation, and site recovery, showcasing adaptability and teamwork.
- **Ongoing Involvement:** Invited to return for subsequent festivals, reflecting recognition of my contributions and leadership abilities.

Below is a list of events I have attended as a volunteer at Woodfordia;

- AUSfolk: presented by Folk Alliance and Queensland Folk Federation, 2010
- Annual Woodford Organising Group Conference, 2011
- The Big Chat and Working Bee, 2011
- Federation President Des Richie's 80" Birthday Event, 2011
- Woodford Organising Group Meeting, 2011
- Woodford Folk Festival and Dreaming 2011/2012 Program Launch, 2011
- Woodford Organising Group Meeting, 2011
- Bar Managers Meeting, 2011
- Woodford Folk Festival and The Dreaming, 2011/2012
- Big Chat Annual Organisers Conference, 2012
- The Planting Festival, 2012
- Woodford Organising Group Meeting, 2012
- Woodford Folk Festival, 2012/2013

OTHER EXPERIENCE

2024

DP/EDITOR
'100-YEAR VISION' CASE STUDY | PROCORE TECHNOLOGIES

DP/EDITOR
'BALLYMORE NATIONAL RUGBY TRAINING CENTRE' CASE STUDY | BUILDCORP

2023

PRODUCTION ASSISTANT / 3RD AD
'POWERED BY TASMANIA' COMMERCIAL | FORTRESS FILMS

2022

PRODUCTION ASSISTANT
'THE BANK MANAGER' SHORT FILM | QUAMBY STUDIOS

DP/CAMERA
'SEND ME AWAY' MUSIC VIDEO | STEREO

2021

DIRECTOR/DP/EDITOR
'CONSIDER ME GONE' MUSIC VIDEO | CHLOE STYLER

DIRECTOR/DP/EDITOR AND VFX
'PATIENT HEART' MUSIC VIDEO | CHLOE STYLER

DIRECTOR/EDITOR
'TOM WILLIAMS, BLUESCOPE STEEL | CORAL HOMES

1ST AD/DRONE OPERATOR
'THE FONTAINE' | METRICON HOMES

2020

DIRECTOR/EDITOR
'THE MODERN MEDIEVAL ALBUM VIDEO' SOMETHING FOR KATE | EMI RECORDS AUSTRALIA

DP/DRONE OPERATOR
NEW HAMPSHIRE 33 | CORAL HOMES

DOP/LIGHTING
100+ EPISODES | MARION'S KITCHEN AUSTRALIA

PRODUCER
'1 MILLION SUBSCRIBERS' WITH MARION'S KITCHEN | YOUTUBE US

PHOTOGRAPHER
TASTE DINNER REVOLUTION COOKALONG | NEWS.COM.AU

2019

DOP/CAMERA
'EXPLORE THE REAL WORLD' | AURORA EXPEDITIONS, ANTARCTICA

DIRECTOR/DP/EDITOR
'OLYMPUS OM-D E-M1X LAUREN BATH | OLYMPUS AUSTRALIA & JAPAN

DOP/EDITOR
INDIA & SPITI VALLEY TOUR | HOLLY ACHAYA

CINEMATOGRAPHER
SPLENDOUR IN THE GRASS | LITTLEBIGMAN RECORDS

DIRECTOR/DP/EDITOR
'ZIMBABWE UNTOUCHED | LAUREN BATH SERVICES

DIRECTOR/DP/EDITOR
OLYMPUS OM-D MARK II X TASMANIA | OLYMPUS AUSTRALIA & JAPAN

CINEMATOGRAPHER/EDITOR
MEG MAC INTERNATIONAL TOUR PROMOTIONS | LITTLEBIGMAN RECORDS

2018

CINEMATOGRAPHER/EDITOR
MEG MAC AUSTRALIAN TOUR X QLD LEG | LITTLEBIGMAN RECORDS

EDITOR
'KAKADU: STOP GUESSING, START DOING' | PARKS AUSTRALIA

