



JANE WILLCOX
PRODUCER – DIRECTOR - WRITER

PROFILE

Producer/director of corporate videos for the internet, conferences and training.
Extensive experience in television news, current affairs and info-tainment programs.
Successful writer of television and video scripts, newspaper and magazine articles, columns, short stories and creative non-fiction. Published author.

AREAS OF EXPERTISE

- Production management
- Digital media
- Studio directing
- Location directing
- Co-ordinating numerous projects
- Writing from a brief
- End to end responsibility
- Writing for specialist audiences
- Budgeting
- Audio visual scriptwriting
- Meeting deadlines
- Client consultation
- Researching
- Rapidly adaptable to new projects
- Interviewing
- TV and video presenting

PROFESSIONAL DEVELOPMENT

Masters	M Arts (Creative Writing) University of Technology, Sydney
Bachelor	B Arts (Journalism) University of South Australia; B Science, University of Adelaide

CURRENT PROFESSIONAL EXPERIENCE

Senior Television Producer (non-ongoing), Digital Media
Department of Human Services

2010-2013

- Develop and create both strategies and video productions for internal and external audiences.
- Produce videos and provide footage and interviews to clients as part of communication and marketing plans, such as VODs (Video on Demand) for the intranet and VNRs (Video News Release) for television news outlets.
- Balance workloads to achieve outcomes and deliver on tight deadlines, working on multiple projects at different stages of production.
- Manage technical crews in studio and on location in Canberra and around Australia.
- Direct studio shots and on location productions.
- Oversee post production teams – both inside the organisation and contractors.
- Lead and support other team members and contribute to a positive workplace.

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PAST PROFESSIONAL EXPERIENCE

Freelance Producer/Director highlights

1997 - 2010

- Creative. Wrote, directed and produced a melodramatic soap opera for the Commonwealth Bank. The six part series trained staff in savings products.
- ABC TV. Casual field producing for ABC TV 7.30 Report, Sydney. Researching, writing, directing and presenting reports.
- Commercial television. Field producer for Sydney Weekender, Channel 7. Directing presenter and talent. Writing scripts from written brief with all suggested camera shots.
- Conferences. Consulting producer/director for Commonwealth Bank of Australia for promotional video inserts for conferences and award nights.
- Education and training. Video producer/director for NSW Department of Education for a series of educational web based videos, Science Talk, about prominent scientists.
- Web content. Producer, director and consultant for the video content of the AMP Wealth Management website.
- Promotional. Producer/director of video testimonials for ReachLocal website.

PAST PROFESSIONAL EXPERIENCE

Freelance Writer highlights

1997 - present

- Book. Co-writer of non-fiction book on food, *Making a Meal of it*, published by Wakefield Press.
- Scriptwriting. Researching and writing video scripts for *Choice's* website. Also see director/producer highlights for numerous other scriptwriting credits.
- Annual Report. Researching and writing the Adelaide Area Health Service's Annual Report.
- Newspaper. Opinion page articles for *The Sydney Morning Herald* on *The Biggest Loser* TV show, women in sport, Lleyton Hewitt and cheating in cricket.
- Weekly Column. Sports column for *The Independent Weekly* newspaper.
- Magazine. Profiles of personalities and community leaders for *Cafe Society Magazine*.
- Creative non-fiction. Publication of *Broken Hill* in *The UTS Anthology*. Asked to read from story at launch at Gleebooks.
- Literary Magazine. Fiction short story, *Bitumen*, in the literary magazine *Island*.



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EARLY CAREER SUMMARY

1996 Senior Medical Writer	Reed Business Publishing	Writing copy for medical conferences and magazines Interviewing medical specialists
1995 Producer/Reporter Acting Chief of Staff	World News, SBS TV, Sydney	Writing and producing news stories for the nightly news Weekend Chief of Staff, supervising stories and staff
1994 Producer/Presenter	Great Ideas, ABCTV, Sydney	Presenting and producing infotainment stories
Casual Reporter	Channel Ten News, Sydney	Presenting, writing and producing general news stories
1992-3 Senior Producer Acting Executive Producer	7.30 Report, ABCTV, Adelaide	Presenting, writing and producing current affairs stories Acting Executive Producer writing promotional scripts, producing live program
1988-1992 Senior Reporter Bulletin Producer Medical Producer	Channel 10 News, Adelaide	Presenting, writing and producing news stories Presenting and producing medical segment, Bodytalk Weekend Bulletin producer, writing promotional scripts, producing live program
1985-8 Journalist Education Writer Religious Affairs Reporter	The Advertiser, Adelaide	Researching and writing general news and features Responsible for reporting of specialist areas, education and religious affairs