

Experience

Art21 / New York, NY / October 2009 - Present

Producer

Web Video Series – *Art21 Exclusive*

- Script and oversee the editing of documentary shorts about artists' work, personal histories and ideas.
- Acquire digital artwork reproductions and archival images from galleries and artists.
- Write video descriptions.
- Film artist talks and installations.

Associate Producer

Web Video Series – *New York Close Up*

- Direct cameras, conduct interviews and operate sound during shoots.
- Provide editorial input during meetings between the directors and the editor.
- Organize shoots throughout New York City by contacting locations, renting gear and scheduling crews.

Assistant Director

Live Streaming Event for PBS.org – *The Present Perfect with Art21*

- Control playback of graphics, videos and images.
- Select and edit user-submitted video content for inclusion in the program.

Production Coordinator

PBS Documentaries – *Art in the Twenty-First Century & William Kentridge: Anything Is Possible*

- Arrange shoots internationally at artist studios, galleries, museums and government buildings.
- Communicate with shoot contacts about location specifics and possible filmable elements.
- Negotiate rates for crews, camera equipment and post-production vendors.
- Write crew call sheets.
- Manage the footage database and archive.
- Schedule and oversee assistant editors.
- Research new production and post-production technologies.
- Acquire images and footage from artists, galleries and 3rd-party producers.
- Prepare and deliver documents to PBS such as format logs, music cue sheets and rights information.
- Supervise interns in the film festival and awards application process resulting in a Peabody Award.

NBC Universal / New York, NY / August 2008

Production Associate

National Sports Broadcast – *Beijing Summer Olympics*

- Researched and compiled data for the on-air talent.
- Worked with the producer in determining segment times and with the director in editing segments.

MTV Networks / New York, NY / June - August 2007

Production Intern

Creative Department – Logo channel

- Maintained the department's project schedule.
- Wrote questions for musician interviews.

Skills

Software: Final Cut Pro, Avid Media Composer, After Effects, Photoshop, InDesign, FileMaker Pro

Languages: English, Spanish (Intermediate)

Education

S.I. Newhouse School of Public Communications at Syracuse University / May 2009 / GPA 3.6
B.S. in Television, Radio and Film; Minors in Spanish and LGBT Studies