

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Dynamic Producer recognized industry-wide for creative leadership and artistic innovation. Recipient of multiple awards for quality of work. Successful at bringing out best in cast and crew.

SKILLS

- Social Media
- Verbal and written communications
- Telephone etiquette
- Business partnerships
- Team Leadership
- Hiring and Recruitment Knowledge
- Generating Schedules
- Team Development
- Budgeting
- Adobe Creative Suite
- Final Cut Pro
- ProTools
- Avid
- Microsoft Suite
- Event Planning
- Schedule Coordination
- Interpersonal Communication Skills
- Recordkeeping
- Staff Management
- Fundraising
- Print Media
- Volunteer Tasking
- Volunteer Recruitment Strategy
- Volunteer Coordination
- Sorting
- Strong Graphic And Visual Sense
- Digital Video Production Process
- Digital Tools
- Creative Problem Solver
- Marketing And Advertising
- Film Editing
- Client Relations

WORK HISTORY

Digital Media Producer, 01/2013 - 09/2022

Public Consulting Group – Augusta, ME

- Cut delivery times through proactive tracking and monitoring of project timelines and aggressive pursuit of organization's approval of digital and print files.
- Streamlined operational processes and workflow to increase efficiency of team performance and resource allocation.
- Researched and identified digital platforms aligned with project objectives, best practices, accessibility and sustainability.
- Edited video, audio and photos to enhance and complete post-production work for polished appearance.
- Tracked maintenance of all film production equipment and supply inventory.
- Devised social media strategies and outreach by generating content ideas and highly-visual digital marketing content.
- Collaborated with team to develop audio and visual material meeting user needs and production goals.
- Remained highly composed and calm in very fast-paced, stressful and constantly changing environments to provide optimal leadership and achieve desired results.
- Spokesperson for organization's for artistic and educational purpose via speaking engagements with the community.
- Maintained annual program budget.
- Responsible for supervising, recruiting, hiring, and evaluation of artistic personnel.

TV Producer, 03/2015 - 04/2021

Entravision Communications Corporation – Denver, CO

- Applied current editing and photography tools to tell great stories.
- Coordinated with producers and on-air talent to create program content, new ideas and segments.
- Orchestrated license agreements for music and footage, talent releases and distribution contracts.
- Maintained project costs through careful budgeting and monitoring of expenditures.
- Presented production ideas and determined creative scenarios for production and delivery.
- Planned video shoots in studio and remotely by managing production through stages to completion.
- Realigned production schedules to factor in changing conditions such as materials shortages and evolving designs.
- Improved production company operations and profitability by applying new technologies and fostering evolution of production standards.
- Developed project budgets and managed production costs.
- Devised and implemented strategies to create new revenue streams and cut operational costs.
- Developed schedules for production, editing and duplication for timely delivery.
- Generated leads through cold calling, networking and social media.
- Prepared over fifty crew contracts and finalized paperwork for production crew hires on projects.
- Researched, developed and pitched stories that reflected unique sensibilities of production company brand.
- Directed work of lighting and sound crews to coordinate efficient production operations.
- Remained highly composed and calm in very fast-paced, stressful and constantly changing environments to provide optimal leadership and achieve desired results.
- Identified and approved equipment and elements required for productions.
- Participated in meetings with producers and production crew to keep program in step with creative vision.
- Alleviated issues between talent on set to keep projects on track and avoid delays or budget overages.
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- Reviewed scripts and made changes to improve wording, flow or interest levels, consistently producing highly successful documentaries.
- Conducted meetings with staff to discuss production progress and to attain production objectives.

Production Consultant, 06/2022 - 08/2022

Conde Nast Digital – 1166 6Th Avenue, NY

- Introduced new methods, practices and systems to reduce turnaround time.
- Coordinated with producers and on-air talent to create program content, new ideas and segments.
- Planned video shoots in studio and remotely by managing production through stages to completion.

Production Consultant, 05/2022 - 07/2022

Keeper Of The Flame Productions, LLC – City, STATE

- Participated in meetings with producers and production crew to keep program in step with creative vision.
- Created and developed detailed work plans to meet production priorities and deadlines.
- Analyzed problematic areas to provide recommendations and solutions.
- Improved performance, local crew hiring practices and management systems to facilitate success of client's production.
- Coordinated with producers and on-air talent to create program content, new ideas and segments.
- Generated leads through cold calling, networking and social media.
- Researched, developed and pitched stories that reflected unique sensibilities of reality network brand.

Production Consultant, 03/2022 - 05/2022

Company Name – City, State

- Managed multiple deadlines across several episodes to meet dynamic needs of multiple producers.
- Researched, developed and pitched stories that reflected unique sensibilities of series brand.
- Presented production ideas and determined creative scenarios for production and delivery.
- Collaborated with production executives to define and propel organization's mission and vision.
- Generated leads through cold calling, networking and social media.
- Reviewed scripts and made changes to improve wording, flow or interest levels, consistently producing highly successful shows.

Casting Producer, 03/2016 - 11/2016

Company Name – City, State

- Witnessed all rounds of auditions to determine most qualified talent for roles.
- Negotiated payments, schedules and billing with actors and agents.
- Collaborated with multidisciplinary team of actors, directors and producers to determine role's requirements.
- Scheduled appointments for auditions or readings with available actors.
- Conducted interviews with 200 candidates to test suitability.
- Engaged in sourcing activities to find suitable candidates.
- Circulated breakdown notices among talent agencies and independent agents to search for perfect cast.
- Managed expenditures to keep casting budget in check.
- Remained composed and highly professional in fast-paced and constantly changing environment, effectively handling challenging situations and difficult individuals to achieve objectives.
- Alleviated issues between actors on set to keep projects on track and avoid delays or budget overages.
- Identified and approved equipment and elements required for productions.

Talented and Gifted Theatre Arts Teacher, 08/2014 - 06/2015

Company Name – City, State

- Encouraged students to perform well and learn from failure.
- Modeled creative acting styles and techniques encompassing varied history genres and performance techniques.
- Exposed students to diverse content to build perspective in drama pedagogy.
- Evaluated student assignments and projects with corrective comments to guide future growth.
- Planned lessons to reflect group and individual student needs utilizing creative instruction.
- Produced and directed end of semester theatrical student productions.

TV Producer, 02/2014 - 05/2014

Company Name – City, State

- Coordinated with producers and on-air talent to create program content, new ideas and segments.
- Presented production ideas and determined creative scenarios for production and delivery.
- Maintained project costs through careful budgeting and monitoring of expenditures.
- Developed schedules for production, editing and duplication for timely delivery.

Production Consultant, 03/2009 - 12/2013

Company Name – City, State

- Hired and trained specialty on screen talent.
- Researched, developed and pitched stories that reflected unique sensibilities of series brand.
- Collaborated with series executives to define and propel production's mission and vision.

Film Producer, 03/2009 - 10/2012

Company Name – City, State

- Coordinated with production team, producer and director to pinpoint creative vision, determine technical needs and devise shooting schedule.
- Completed pre-production planning such as setting budgets, hiring crew and cast members and obtaining permits.
- Produced entertainment and lifestyle news reports, music videos and commercials.
- Managed client contact, shoot scheduling and product deliveries.
- Created infrastructure and directed implementation of post-production workflows.
- Wrote, directed, shot and edited scripted dramatic project with \$50,000 budget.
- Produced marketing videos to help businesses increase revenue.
- Devised and implemented strategies to create new revenue streams and cut operational costs.
- Alleviated issues between actors on set to keep projects on track and avoid delays or budget overages.
- Orchestrated license agreements for music and footage, talent releases and distribution contracts.
- Remained highly composed and calm in very fast-paced, stressful and constantly changing environments to provide optimal leadership and achieve desired results.
- Developed project budgets and managed production costs.
- Found appropriate stories and ideas for programming to engage target audiences and hook advertisers.
- Participated in meetings with producers and production crew to keep program in step with creative vision.
- Oversaw lighting, graphics, audio and camera movements in movie filmmaking.
- Observed tight deadlines and strict budgetary controls to avoid waste and streamline costs.
- Visited various locations for shoots and oversaw live field operations, typically supervising 40 - person production teams.

Music Video Producer/Director, 03/2011 - 06/2011

Company Name – City, State

- Spearheaded innovative approaches to resource allocation and strategic planning.
- Directed work of lighting and sound crews to coordinate efficient production operations.
- Evaluated scripts to identify creative strategies and resource needs.
- Monitored expenditures to mitigate risk of overages.

Film Producing Student, 08/2006 - 05/2011

Company Name – City, State

- Assessed captured video to guarantee digital integrity.
- Assisted with development of stories for film projects.
- Performed diverse administrative tasks in support of production team.
- Scheduled shoots, set up for filming and assisted with implementing logistics.
- Saved staff members time by performing routine tasks.
- Managed film shoots, set teams and performers while creating work schedules and operating production equipment.
- Reviewed work for quality and compliance with student film company standards and design specifications.
- Resolved issues quickly to maintain productivity goals.
- Studied department operations to assist with development of new or improved methods of film production processes.
- Applied lean practices to balance workflow and eliminate unnecessary steps.
- Monitored production budgets to keep projects on task and avoid waste.

EDUCATION

Master Of Fine Arts: Film And Television Production, 05/2011

University of Southern California - Los Angeles, CA

Bachelor of Arts: Digital Communications And Multimedia, 12/2005

University of New Orleans - New Orleans, LA

Bachelor of Arts: Communications, 2005

Texas Southern University - Houston, TX

Bachelor of Arts: Film Production, 2003

North Carolina School of The Arts - Winston-salem, NC

Associate of Arts: Theatre Arts, 2002

Delgado Community College - New Orleans, LA

High School Diploma: 05/2000

New Orleans Center For Creative Arts -Theatre Arts - New Orleans, LA

ACCOMPLISHMENTS

- USC School of Cinematic Arts Jane Fonda Scholarship, 2008
- Gambit Newspaper 40 under 40, 2000
- National Performance Network Take Notice Award Winner, 2021