

JOSHUA A. MAYFIELD

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RELEVANT EXPERIENCE

WME | IMG, NY
July 2018 –
September 2019
Floater/Mailroom
Program

Navigate a dynamic and fast-paced work environment in order to meet the needs of agents and their clients.
Ensure daily incoming and outgoing, domestic and international mail is delivered to its proper destination.
Handle out of office errand requests from agents and clients in a timely manner.
Responsible for reading lines and/or filming tapings for client auditions
Provide coverage on agent desks for absent assistants -- managing their calendar, answering incoming calls, and other administrative duties.
Floated for the Endeavor Content Head, CIO, and SVP of Endeavor Content's Business Affairs division and also on desks in the Theater, Literature, and Speakers departments.

Ark Media
Brooklyn, NY
December 2019- April
2020
Production Assistant

Managed and built a Filemaker database to log Bites (selections) from interviews to be used in the final documentary on Ernest Withers (Civil Rights photographer).
Navigated a fast-paced environment where meeting deadlines was imperative.
Created sub-clips of these Bites in Avid for the Director and Editor of the project to review.
Transcribed interviews.

Ark Media
Brooklyn, NY
June-August 2017
Research Intern

Gathered and fact checked genealogical information for PBS' *Finding Your Roots* series.
Researched archival footage and photographs for *Hope and Fury* (MSNBC two hour special about MLK)
Logged and sourced archival material in Filemaker.
Communicated with professors and field researchers for assigned film projects.

The Film Posse
Boston, MA
June-August 2016
Research/Production
Intern

Collected archival material for *Sighted Eyes/Feeling Heart*, a documentary about the life and work of playwright Lorraine Hansberry (PBS' American Masters).
Transcribed interviews.
Coordinated and documented crew schedules to assess film credits.
Categorized archival material.
Collaborated on rough cut viewings with the production team and provided feedback.

Processing Magazine
Wesleyan University
Contributing Writer

Developed a screenplay for an *on-campus* student arts magazine.

EDUCATION

WESLEYAN UNIVERSITY, Middletown, CT

May 2018

Bachelor of Arts: American Studies Major with a concentration in Visual Culture/Film Minor

SKILLS AND INTERESTS

- **Software:** Pro Tools mixing, Ableton Live, Adobe CC, Final Cut Pro, Filemaker, HTML/CSS, Microsoft Word, Excel, PowerPoint
- **Interests:** Writing, Art, Audiophile, Musician