

EXPERIENCE

MasterClass, Remote — *Archive Producer for Black History, Black Freedom, Black Love*

September 2021-February 2022 (freelance)

- Researched archival footage and images for documentary production
- Managed content library in Airtable
- Created a system that integrates content management with cue sheet for Rights & Clearances
- Outreach to individuals and vendors for R&C
- Managed project EDLs
- Trained colleagues on using Airtable system and created reference documents and videos

Mid-America Arts Alliance, Kansas City, MO — *Digital Content Coordinator*

June 2021-present (part-time)

- Plan social media calendar for several accounts for a regional arts non-profit
- Create social media cards
- Create video projects

Radical Media, Remote— *Assistant Content Producer for PBS American Portrait*

September 2020-June 2021 (freelance)

- Managed a content library of 14,000+ assets on Airtable
- Reviewed all incoming user generated content
- Created social media calendar and assets
- Edited video reels
- Outreach to groups and individuals needed for PBS American Portrait project

KC Tenants Hotline, Kansas City, MO — *Development and Operations*

March 2020-January 2021

- Worked on the development and operation of an emergency housing hotline in the Kansas City, MO metro area.
- Operating the hotline, data entry, and long term strategy development
- Created a data management and workflow system on Airtable
- Note that this is not a paid position

The Nelson-Atkins Museum, Kansas City, MO — *Hospitality Coordinator*

September 2019, November 2019

Coordinated and served meals for Andy Goldsworthy and his crew during stages 4 and 5 of the Walking Wall project.

EDUCATION

Kansas City Art Institute, Kansas City, MO —2019—
B.F.A. Digital Filmmaking

AWARDS AND ACHIEVEMENTS

Charlotte Street Foundation, Studio Resident,
Kansas City, MO —2019-present

Kansas City Art Institute,
Film Department Mentorship Award, Kansas City,
MO—2019

Leedy-Voukos Art Center, A Fish On Ice short film
solo exhibition, Kansas City, MO—2019

Citizen Jane Film Festival, Heading Out for Awhile
short film feature, Columbia, MO—2018

SKILLS

Adobe creative suite (PS, Premiere, InDesign, AE)
Airtable
Quick to adapt to new workflows
Video production
Video Editing
Ability to work under pressure
Archival research
Experience conducting interviews
Creative writing and copywriting
Social media management
Collaborative skills

REFERENCES

Allie Ferner, Lead Archive Producer
allison.ferner@gmail.com

Mason Andrew Kilpatrick, KC Tenants Organizer
masonandrew@kctenants.org

Michelle Ngo, Content Producer-PBS American Portrait
mynogo@gmail.com