






NANCY L. GRAY

PRODUCER AND PRODUCTION MANAGER

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SUMMARY

Highly organized producer and production manager with expertise in video pre-production, web, print, and social media content creation, media relations, event planning, grant writing, and public speaking. Excellent writing and editing skills with a talent for producing creative projects while supervising teams, working within a budget, and meeting key deadlines.

HIGHLIGHTS

Video & Event Production
Grant Writing
Writing & Editing
Social Media & Email Marketing
Media Relations
Strategic Planning
Adobe Creative Suite Proficient
WordPress Websites & Blogs

EDUCATION

**Leadership Austin Essentials
Class of 2017**

**Project Management
Professional (PMP) Certification**

St. Edwards University
Professional Education Center

**Grant Writing Certification
Program**

Nonprofit Austin at
Austin Community College

**Bachelor of Music in Vocal
Performance**

Texas Tech University

WORK EXPERIENCE

Video Producer & Production Manager

Seven years of experience working for clients including Nickelodeon, Disney, and The Family Channel.

SEGMENT PRODUCER

- Broke down scripts
- Managed budgets, crew, and talent
- Served as liaison between executive producers and department heads
- Ensured all content was ready to shoot in front of live studio audiences

PRODUCTION COORDINATOR, SCRIPT SUPERVISOR, TALENT COORDINATOR, ASSISTANT TO DIRECTOR, PRODUCTION ASSISTANT

- Worked in various capacities on a wide variety of TV shows including All That, Clarissa Explains it All, Television Academy Hall of Fame Awards Show, and more.

Director of Communications

More than 12 years of experience managing all internal and external communications and marketing for nonprofit organizations serving more than 5,000 members.

- Produced video content
- Produced and stage-managed live events in large venues
- Wrote scripts, speeches, press releases, e-newsletters, blogs, and magazine articles
- Wrote grants and secured funding
- Created web and social media content
- Production manager, managing editor, and writer for a monthly magazine
- Supervised the work of graphic & web designers, videographers, printers, vendors, and volunteers
- Produced a wide variety of marketing collateral
- Project manager for redesign and launch of websites
- Created and executed communications strategies to support capital campaigns, city bond elections, fundraisers, and professional conferences