



# NANCY GRAY

PRODUCER AND PRODUCTION MANAGER

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## SUMMARY

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

## HIGHLIGHTS

Pre-Production Specialist

Video & Event Production

Strategic Planning

Creative Problem Solver

Grant Writing

Adobe Creative Suite Proficient

Microsoft Office 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

### Film and TV Production

*Eight years of experience working for clients including Nickelodeon, Disney, The Family Channel, and more. Worked in various capacities on TV shows including Mayberry Man, All That, Clarissa Explains it All, Television Academy Hall of Fame Awards Show, and more.*

### Representative Job Responsibilities:

- Jobs performed: Segment producer, production manager, production coordinator, 2nd AD, script supervisor, talent coordinator, assistant to director, production assistant.
- Produced a Western-themed proof-of-concept short film
- Produced theatrical cabaret shows
- Pre-production planning, organizing, and logistics
- Ran production office
- Broke down scripts
- Created and distributed daily call sheets
- 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
- Took continuity and script notes for editing
- Organized shoots, locations, and crew meals
- Scouted locations and secured permits

### Communications Director & Consultant

*Over 15 years of experience managing all internal and external communications and marketing for membership-based nonprofit organizations, serving about 5,000 members. Three years of experience working as a communications consultant.*

- 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