

KATHERINE STANTON

ENTERTAINMENT

CONTACT

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ABOUT ME

A recent graduate with a mind for the entertainment industry and various production experience. A hard worker with quick solutions; ready for fast-paced industry positions. Trained in COVID Compliance specifically for productions, film sets, music videos, and commercials.

EDUCATION

UNIVERSITY OF MIAMI

2018 - 2020 | MASTER OF MUSIC, MUSIC BUSINESS AND ENTERTAINMENT INDUSTRIES

EXPERIENCE

2021 THE GIRL FROM PLAINVILLE S1 CAST TESTING SCHEDULER

- Ensured all cast and background were tested prior to and on set.
- Point of contact for all cast testing inquiries
- Maintained communication with 2nd AD for all cast updates and call sheet requirements

2021 SHIFT 2021 (SHORT) ASSISTANT PRODUCER

- Ensured all crew paperwork was submitted on set and all filming was on schedule.

2021 YES, NO, MAYBE 2021 (SHORT) POST PRODUCTION SUPERVISOR

- Post production planning, schedule maintenance, point of contact for various dept., and festival outreach

2020 Magnus Media ASSISTANT TO ARTIST MANAGER

- Ensured guest relations were pleasant and led with proper assistance
- Creation of expense sheets, event budgets and Invoice tracking
- Office duties including: phones, guest greeter, schedule maintenance, and meeting scribe

2019 III Points Music Festival ASSISTANT OPERATIONS MANAGER

- Worked closely with production and assisted with production needs
- Upkeep of festival inventory and production requests
- Credential distribution
- Responsible for incoming and outgoing packages and mail pieces

SKILLS

Organization
Communication
Time management
Logistics Master
COVID Compliance
Discretion and integrity

