

TERESA-MICHELLE W. JACKSON

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OBJECTIVE

Prolific storyteller interested in developing a career in production using transferable skills from a diverse administrative and creative professional background.

PRODUCTION OFFICE SECRETARY/ PRODUCER'S ASSISTANT

➤ ORIGIN (Justice for All Productions, LLC; 2022-2023)

UPM: Thane Watkins; Production Supervisor: Tom Carson; PC: Chineza Ezinkwo

- Schedule meetings with department heads, casting, actors, etc
- Submit and secure location permits, minor permits, SAG clearances
- Create and distro cast lists & sourcing vendors & acquiring bids
- Source and interview potential crew candidates
- Serve as the main point of contact and logistics

ASSISTANT PRODUCTION OFFICE COORDINATOR

➤ FELLOW TRAVELERS Richmond (Showtime/Freemantle Productions; 2022)

UPM: Charley Baxter; PC: April Aguilera

- Creation and dissemination of administrative materials (reports, crew lists, schedules, preps, contracts, call sheets, starting paperwork, deal memos, etc.)
- Pre-production organization and setup inclusive of facilitating travel accommodations, work permits, rentals, etc.
- Serve as the main point of contact and logistics

PRODUCTION ASSISTANT

➤ PANHANDLE (Sony Pictures/ Mesquite Productions; 2022)

UPM: Megan Lombardo; PC: Tara Keith

➤ MAY DECEMBER (Killer Films 2022)

UPM: Nora Clark; PC: Maureen "Moe" McManus

- Rolling phone calls & running errands
- Filing paperwork and data entry. Photocopying and general office administration (distributing contracts, scheduling vendors, submitting invoices, etc.
- Organizing, assembling, and distributing scripts, sides, and call sheets for production.
- Managing talent & completing contracts/ starting paperwork

ASSISTANT DEAN & ASSOCIATE PROFESSOR OF THEATRE

Savannah State University (2006-2021)

PRODUCER (Titles available upon request)

- Assist in concept development, maintaining of schedules, marketing, & securing of crew
- Coordinate meetings, initiatives, and follow-ups
- Maintain and track production schedules and communication and collaboration with all departments (stage management, costume, makeup, production, technical, etc.)
- Research, present, & report; Lead and supervise strategic partnerships
- Lead marketing decisions and efforts to include the hiring of appropriate staff

DIRECTOR (Titles available upon request)

- Planning, organizing, and directing of productions to include casting, blocking, rehearsals, and runs
- Develop creative concepts and ensure adherence to script and pacing
- Develop rehearsal schedules, production deadlines, and performance schedule
- Develop budget expectations and ensure productions stay within that budget
- Research and script analysis & ensure production quality

SPECIAL SKILLS

Flexible creativity, multitasking, communication, research and analysis, problem-solving leadership, detail-oriented, critical thinking, management, organization

EDUCATION

Bachelor of Arts

Master of Fine Arts

Communication Arts

Media and Performing Arts

Georgia Southern University

Savannah College of Art and Design