

Maia Vota

Production Assistant

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Work History

Tryouts (ESPN+) - Burlington, VT
Set Production Assistant

December 2022 - December 2022

- Coordinated meals for crew and talent.
- Drove crew to set, hotel, and airport.
- Located and purchased items needed for filming.
- Supported the producer and DP on set.

May December (Killer Films) - Savannah, GA
Locations Assistant

September 2022 - November 2022

- Assisted production office with administrative tasks and errands.
- Supported locations department in the office, on location scouts, and on set.

HBO - New York, NY
Content Planning & Scheduling Intern (Remote)

June 2022 - August 2022

- Performed metadata management to organize titles for programming team.
- Screened theatrical titles for sensitivities.
- Curated collections of theatrical titles and series for promotional events.

Littleton Road Productions - Los Angeles, CA
TV Development Intern (Remote)

December 2021 - June 2022

- Supported president by researching and taking notes during writers' rooms, Universal Content Productions meetings, and pitch meetings.
- Wrote script and book coverage.
- Maintained Airtable database of current and historical projects.
- Researched IP for development while being conscious of industry trends.
- Shadowed throughout buying process.

Education

Savannah College of Art and Design (SCAD)

Savannah, GA

B.F.A. Film and Television

Expected Graduation: June 2024

Notable Work

SCAD Sitcom: Tours and Attractions

Multi-camera Comedy (2022-2023)

Camera Coordinator, Producer

- Directed a team of four camera operators.
- Created shot list for pilot.
- Overseeing development of episode two and three (in progress).

Yellow Cards for Equal Pay

Documentary Short (2020)

Director

- Grand Prize Winner - Girls Impact the World Film Festival (now ConnectHer Film Festival)
- Most Promising Newcomer - Made Here Film Festival
- Featured in CNN, Good Morning America, NBC, Anderson Cooper Full Circle, Sports Illustrated.
- Official Selection: Women Sports Film Festival, Athena Film Festival, National Film Festival for Talented Youth (NFFTY), Austin Film Festival Youth Film Showcase.

Awards

- **Vermont Presidential Scholar for the Arts** (January 2020)
- **AT&T Film Awards National Student Winner** (January 2019)

Skills

Microsoft Office
Google Workspace
Airtable
Final Draft
Movie Magic Scheduling
Movie Magic Budgeting

Organization
Time Management
Self-starter
Multi-tasking
Research
Script and Book Coverage