

CRISTIN CARLIN

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ARTISTIC OPERATIONS MANAGER

Ballet West, Salt Lake City, UT (2016-PRESENT)

This position oversees all performances and special events, assists the Artistic Director, as well as manages the Artistic Department, made up of 10 full time staff, and 55 professional dancers. This position manages all artistic projects, such as collaborations with The United Nations, PBS, The Guggenheim Museum, the the annual *Choreographic Festival*.

- Executes major artistic endeavors such as filming projects, special performances, travel, and touring logistics.
- Oversees Artistic Department budget, manages Artistic Director and Artistic Staff calendar and schedules.
- Coordinates with the unions AGMA, IATSE, and AFMA on a daily basis in order to oversee production.
- Produces all castings, performance cast scheduling, studio scheduling, and operates year round audition process.
- Serves as main point of contact for all other departments; including Marketing, Development, & the Academy.

PRODUCER

In The Balance: Ballet for a Lost Year (2020-2021), The Nutcracker, BYUtv, (2018-2020)

Produced two films, an hour long documentary and a 90 minute filmed stage production of Ballet West's The Nutcracker in coordination with BYUtv and Kaleidoscope Pictures, and produced a 90 minutes nine episode docu-series during the Covid Pandemic partnering with Skyscape Studios.

- Nominated as a producer for the 2020 Rocky Mountain Emmys
- Oversaw all productions from pre-production through final distribution; including writing the original treatments, securing financing, story-boarding, scheduling across four different unions, negotiating contracts, oversaw filming and editing, and organized community screenings before final broadcasts.

Sundance, Cannes, Tribeca, SFIFF (2012-2021)

FESTIVAL OPERATIONS COORDINATOR

Burlington Discover Jazz, Woodstock, Mill Valley

Coordinated logistics for large scale festivals on "the circuit" year round. Each festival takes several months of preparation, and requires constant re-locating and working quickly with new teams and systems to orchestrate a successful event.

- Recruited, on-boarded, supervised, and scheduled 2000+ volunteers. Coordinated with theater operations, projection, and ticketing teams to ensure all screenings were successful. Implemented new processes to increase efficiency and accuracy throughout the festival.
- Supervised the on-site build and tear down of temporary event structures. Directed the daily operations at these locations, including panels, parties, and special events.
- Created programming and daily run of show schedules, including coordinating and handling artist relations.

FOUNDER AND EXECUTIVE DIRECTOR

Newtown Film Festival, Newtown, CT (2014-2016)

Independently founded and directed an inaugural three day film festival of thirty-seven curated films in hometown of Newtown CT, as a free event for the community.

- Curated 2500+ film submissions, led team to implement all elements of the event, managed budget, and trained staff.

POST-PRODUCTION ASSISTANT & PROMO EDITOR

Showtime Networks, New York, NY (2014-2015)

- Managed print trafficking of all post-production materials for *Shameless*, *Masters of Sex*, and *Happyish*.
- Assisted producers in the production and editing of trailers, spots, and bumpers; including booking talent, supervising audio mix sessions, cutting footage, and managing the distribution for approval.

SKILLS

Expert in Zendesk, Microsoft Office, Adobe Creative Suite, Final Cut, FileMaker, Wordpress, Tessitura, Psychological/Physical Management & CPR Certified, Applied Behavior Analysis Trained, Ski Instructor Certified, Intermediate Spanish

EDUCATION

AWARDS AND ACADEMIC ACHIEVEMENT

ITHACA COLLEGE, Ithaca, NY (2009-2013)

Bachelor of Science, Cinema and Photography

Concentration: Cinema Production

Bachelor of Arts, Anthropology

Minor: Native American Studies

Concentration: Archaeology

2020 Rocky Mountain Emmy Nomination:

Producer: The Nutcracker: 75th Anniversary Celebration

GPA: 3.9, Magna Cum Laude

Dean's List and Leadership Scholar (2009-2013)

Oracle Honor Society, Top 10% of Class (2009-2013)