

# Katrina L. Navarro

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## **Prop Assistant (Christmas on Duty—Heber & Salt Lake City, UT)**

**Mar 24-Apr 21, 2025**

- Purchased potential props, striving to keep in budget, and vibe of the set.
- Aged backpacks and rope.
- Wrapped gift boxes and dressed gift bags.
- Organized props, prepared props for use, kept continuity, reset props.
- Worked closely with Directors, Set Dressers, Special Effects, Military Liaison (Producer) and Stunt Team
- Greeked out toy brands.
- Kept a clean working environment, kept props dry in different environments.
- Handled prop food safely, did light food styling.

## **Art Director Assistant (High Level - Golden Goose commercial – Orem, UT)**

**Jan 18-Jan 22, 2025**

- Processed and organized returns and picked up shipments.
- Purchased additional clothing and set dressing.
- Applied temporary wallpaper and hung a frame on a stage flat.

## **Art Director Assistant (Gozney Builds Their Brand in Slack | Customer Story | Slack commercial – Salt Lake City, UT)**

**Jan 14-Jan 16, 2025**

- Drove rented van to rental warehouse, loaded rented set dressing, and unloaded safely.
- Attended Location Scout, took notes of shots and the wants of the director.
- Worked with location with gaining approval to use and move dressing they already had.
- Purchased additional set dressing that matched the color scheme and style of the location.
- Organized set dressing according to color and returns according to store.
- On set Set Dresser: Made sure the background dressing wasn't a distraction in the shot.

## **Set Dresser (Studio C, Seasons 19&20 – BYU Broadcasting Provo, UT)**

**Apr 11-Jun 14, 2024**

- Helped carry and secure furniture, walls, flooring, backdrops and other dressing from garage to studio and set up in a timely and safe manner.
- Drove box truck to and from storage and studio. Loaded and unloaded box truck and secured cargo using ropes, furniture pads, bungee cords, and clamps
- Secured décor on walls and furniture through nails, screws, staples, 3m command strips, butyl tape.
- Labeled décor, garage floor, boxes of dressing, and walls for quick reassembly.
- Fixed broken dressing using super glue, gorilla tape, staples and JB weld.

## **Props Assistant (A Christmas of Wonders– South Jordan & Saratoga Springs, UT)**

**Dec 5-7,9,12-14, 2023**

- Shopped for items and food stuffs according to the Prop master's request.
- Wrapped multiple Christmas gifts, some that looked the same for resets.
- Cooked and decorated food and served to actors in compliance with food safety.
- Worked with set decorator and directors to ensure the props and set dressing were compatible and used according to the scene.
- Washed and cleaned up workspace often.

## **Wardrobe PA (The Chosen Series, Season 4 – Goshen, UT)**

**Jun 14-Aug 1, 2023**

- Collected, organized, and kept safe ID's of over 100 background actors before they got their wardrobe.
- Instructed Extras on how to properly hang up their set of wardrobe for easy obtaining.
- Loaded and unloaded semitruck worth of background wardrobe.
- Organized and restocked tools and supplies and distributed around so the costumers could use it.
- Organized the background holding area to increase flow and availability to costumers.
- Kept 40 racks of BG wardrobe, 23 totes of shoes neat and tidy.

**BG Costumer** (The Chosen Series, Season 4 – Goshen, UT)

Jul 12, 2023

- In charge of a section of around 30 extras ensuring their clothes were the same in every shot.
- Choose wardrobe and accessories for several extras.

**Props Day Player** (Book of Mormon Visual Library, Season 5 – MPS Provo, UT)

May 16 & 18 & 23 & 24, 2023

**Props 2nd Assistant** (Book of Mormon Visual Library, Season 4&5- Hobbble Creek CYN & Goshen, UT)

Jun 2021- Aug 2021 & Apr 2022 - July 2022

**Props Production Assistant** (Book of Mormon Visual Library, Season 3 – Goshen, UT)

Mar 2019 – Sep 2019

- Constructed and refurbished props by assembling, staining, aging, painting, woodwork, leatherwork, hand stitching, etc.
  - Organized and cataloged prop storage areas and current prop inventory of all items needed.
  - In charge of all props before, during, and after production, ensuring they are all accounted for, intact, safe, and secure.
  - Assembled and distributed props like baskets, travel gears, etc. to over 300+ extras.
  - Instructed background actors on where and when they could drop off their props to maintain flow.
  - Maintained prop continuity for 34 core extras and select scenes through photography.
  - Set and reset props on set, such as ropes, trinkets, dishes, prop food, etc.
  - Repaired damaged props and facilitated replacement as needed throughout production.
- Worked with AD, Art Director, H&MU, Wardrobe, Special FX, Stunt Coord. and Set Decorator.