

Maeve Reiss

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Based in Salt Lake City, Utah

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EDUCATION

James Madison University, Harrisonburg, VA

August 2014-May 2018

Bachelor of Science from the School of Media Arts and Design: Journalism Concentration, Humanitarian Affairs Minor

- Dean's List 2017-2018
- Produced two award-winning short-form documentaries, *In Absence* (<https://vimeo.com/247906805>) & *The Golden Cage* (<https://vimeo.com/271192681>)
- Awarded Best Student Documentary, *The Golden Cage*, Poe Film Festival 2018 out of a few hundred entries ^{[[SEP]]}

WORK EXPERIENCE

MF9- Orem, UT February 2022-June 2022

Design Studio

Studio Manager

- Monitor and manage project scopes and scope creep with design team, account team and client
- Manage projects from briefing to delivery with schedules, tasks & meetings
- Assist Art Director in preparing and negotiating estimates and contracts with clients and other SBU leaders
- Prepare job descriptions, manage incoming applications & onboard new employees
- Run photo studio by managing photoshoots, models & freelance photographers

Backcountry- Salt Lake City, UT July 2021-January 2022

Outdoor Gear & Clothing Store

Seasonal Studio Photographer

- Prepped and shot product photos on small set (products included ski boots/bindings, shoes, hat, bike parts etc.)
- Photographed models in studio in collaboration with stylists & makeup/hair artists
- Assisted in production schedule organization & merchandise research

Digitech & Assistant Editor at Natural Selection Tour 2022

- Monitored and sound mixed boom audio

- Offloaded and organized files for 26 athlete projects
- Assisted in editing 78 videos for broadcast, social and youtube

Black Koles- Salt Lake City, Utah February 2021-July 2021

Marketing & Production Firm

Production Coordinator

- Managed & scheduled numerous clients personalized content on social media platforms
- Assisted with brand photography & videography for Four Wheel Campers, Roark, Protekt, Arbor Snowboards & more
- Facilitated production schedules, equipment rentals & communication between internal crew and clients
- Organized & edited content in post-production using Premiere & Lightroom

617 Media Group- Boston, MA June 2018-Jan 2020

Global media strategy firm serving public and private clients

Multimedia Specialist and Account Executive

- Managed the largest and only international account by facilitating and producing content for monthly social media calendars on platforms viewed by over 120,000 people
- Produced production schedules for a variety of heavily populated and press-covered events including, press conferences, national conventions, works site visits, election nights and rallies resulting in victories for candidates, legislation passed, and projects completed
- Conducted and organized storyboarding and script writing for national politician's weekly production needs; produced social media advertising videos by geofencing, and targeting our audiences to boost viewership by 20%
- Edited and shot photo, video & audio footage for a wide variety of nationally publicized events (e.g., Boston Women's March) by managing a multi-stakeholder team
- Mentored 12 interns and peers on production equipment procedures and operation protocols

Point Seven Labs- Brooklyn, NY May 23, 2019

Production company focused on building effective campaigns to tell unique stories through various mediums.

Freelance Production Assistant

- Assisted with props in setting up the variety of scenes for cocktail recipes
- Supported clients, Grey Goose & The Skimm, and rest of production team with slates and organization of shot order

Sofar Sounds- Harrisonburg, VA & Boston, MA September 2015-Jan 2020

A music events startup company that transforms everyday spaces into a captivating venue for secret, live shows, while creating immersive experiences bringing artists and guests closer together.

Production Lead & Ambassador

- Produced and edited monthly performance videos for social media that get thousands of views
- Coordinated and curated live content from shows, posting to the local and international organizations Instagram's with over 100,000 followers
- Recruited and assessed artist and venue locations for show options
- Coordinated production crew for monthly shows and organizing roles and responsibilities of all photographers, videographers and audio engineers
- Kept run of show as emcee, interacting with artists, the audience, fellow team members and hosts, making sure shows ran smoothly of up to 200 people [L] [SEP]

LFR Industries, Los Angeles, CA May 2017-August 2017

Independent Documentary Production Company with focus on; the bigger picture, women in documentaries, mentorship, philanthropy and taking action.

Documentary Production Assistant

- Produced transcriptions and archival research for long form films that were presented on Netflix and received numerous awards, including Sundance
- Compiled call sheets and financial budgets for production teams working on high-budget films of over 5 million dollars • Aided on set and externally for the following films, *Feminists What Were They Thinking*, *The Price of Everything* and *Foster*

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