

Rhonda Golden

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2625 E. Solar Drive #11
Salt Lake City, Utah
84124

801-310-4920
rhondagray75@yahoo.com

Skills

Always kind and compassionate. A multitasker. Excellent with decision-making, problem solving, leadership and supervising. Possess vast knowledge of the technical aspects of film production, in the office and outside of it.

Experience

Assistant Property Master

1883 Television Series/July - December 2021, FORT WORTH, TX
Yellowstone Television Series Season 1-5 /July 2017 - November 2023,
PARK CITY UTAH/HAMILTON MONTANA

- Read and broke down episodic scripts, brought the stories to life by adding incredible props
- Helped create budgets
- Organized the purchase and rental of period appropriate props
- Managed property crew in a calm and efficient manner
- Oversaw onset production, working incredibly well with all other production departments
- Worked closely with script supervisor, watching monitors and ensuring continuity of property
- Established and maintained a successful workflow for the prop team
- Oversaw wrap, insuring all assets were documented, rentals were returned, receipts and paperwork were left in the proper order
- Worked closely with actors and was able to maintain confidential information

Asset Manager/Set Dresser

1923 Television Series/July-October 2024, AUSTIN, TEXAS

- Helped oversee LA furniture and property rentals
- Communicated with LA prop houses when rentals were needed or changes were required
- Communicated with set decorators, buyers and dressers about location of rentals
- Helped create workflow and systems to track where property was at all times

Onset Dresser/Set Dresser

Studio C/April 2024-July 2025, PROVO, UTAH

Saint Peter/April 2025-June 2025, Salt Lake City, UTAH

Book of Mormon/2018-2023, PROVO, UTAH

Grizzly Nights Film/Aug-Oct-2023, SALT LAKE CITY, UTAH

- Selected set props such as furniture, pictures, lamps, and rugs
- Read scripts in order to determine location, set, and designed requirements
- Designed and produced displays and materials that can be used to decorate windows, interior displays, or event locations such as streets and fairgrounds

- Coordinated the removal of sets, and props, and exhibited after productions or events were complete

Set Decoration Coordinator

Book of Mormon Videos/2017 PROVO, UTAH

- Set up and organized systems and templates for the set dec teams workflow
- Tracked budgets
- Handled all financial paperwork and worked well with accounting department to insure proper payments and reimbursements
- Responsible for timesheets of employees
- Created daily and weekly schedules to insure the set decoration team was on track
- Made sure the office was clean, organized and stocked with supplies
- Completed wrap, making sure all paperwork and receipts were accounted for and stored properly

BYU Journeys / Editor, videographer, sound designer, producer, director

March 2011 - February 2020, PROVO UTAH

- Responsible for organizing and executing all of the filming and sound for historical educational documentaries
- Organized and edited video footage
- Worked closely with BYU professors, ensuring the content of the videos would provide viewers with engrossing stories about historical facts

Education

Brigham Young University / Media Arts

December 2010 - August 2015, PROVO UTAH

- Participated in many student film projects learning skills such as: sound design, video editing, screenplay writing, film directing and producing
- Was given extensive study on the importance of finding and following story in media
- Was picked to be one of two students per semester to write, direct and produce a narrative film project.
- Earned the Outstanding Student Award for my graduating class

Personal References

Mark woods/Lead Man

907-240-7640

Carla Curry/Set Decorator

512-426-0020

Jill Nunley/Production Coordinator

801-597-0149

Stefini Batson/Set Decorator

310-936-2251

Kee Miller/Production Designer

801-367-3519

