

SUZANNE ROBERTS

651.334.3038



Freelance Film/TV Production Work

June 2002 –December 2005

Production Coordinator, APOC, Office PA, Set PA, Casting Associate, Wardrobe PA

Worked in commercials, industrials, feature films, and television shows in Minnesota and New York. For a listing of the productions I have worked on, please visit my Web site: www.suzroberts.com.

Worked freelance jobs as well as on staff for Amerifilm Casting (New York) and Yellow Tag Productions, Best Buy Advertising (Minnesota)

Support producers, directors, casting directors, talent agencies, cast, and crew to ensure a successful shoot.

Hire crew, book studio, request talent headshots, hire talent (could be as many as 150/day), arrange travel, cars, hotels.

Prepare prop and wardrobe lists, crew lists, shoot schedules, and location maps.

Oversee production assistants, wrangle talent, manage timecards, invoices, and petty cash.

Discuss think lists and arrange call times with talent agents.

Create and update audition list, audition info, sides, Organize casting sheets during the casting.

Distribute audition list, audition videos, casting sheets to producers and directors after casting.

Shop for props, wardrobe, craft service, and coordinate crew meal.

Take log notes, assist with wardrobe and prop departments.

Education

University of Minnesota, Duluth

Bachelors of Arts, Graduation Date: May 2002

Major: Theater

Concentration: Stage Management, Scene Painting

Minor: Communications

Ordway Center for Performing Arts

Production Management Internship

May 2002 – August 2002