

# KATE TOBIA

312.351.5221

[katetobia@yahoo.com](mailto:katetobia@yahoo.com)

## Production Experience

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### ***Producer/Coordinator***

Responsible for finding and booking stories for weekly shows under tight deadlines. Show budgeting and travel expense reports. Script writing/reading and “prepping”

guests. Coordinating meeting schedules both in-house and external.

Organizing logistics of a shoot by hiring crew, renting equipment and booking talent.

Jerry Springer and Steve Wilkos	NBC Universal	Associate Producer
Lips (Season 2)	Stretch Productions/Flo Vinger	Associate Producer
AT&T	Rabbit Content	Asst. Production Coordinator
“3 Foot Giant”	RDF/Clock Tower Productions	Asst. Production Coordinator
“Hitched or Ditched”	RDF/Santa Monica 23 Productions	Asst. Production Coordinator

### ***Locations***

Scout, research, photograph and clear locations approved by director/producer agency. Liaison between production and management of location. Work closely with city to provide permits for the production, certificates of insurance and location contracts. Prepping, securing and wrapping location for crew. Leading director and tech scouts.

McDonalds	Gaffney Films	Location Assistant
Advocate Health Care	Shilo Productions	Location Scout
The Last Rites of Joe May	The Last Rites of Joe May, LLC	Assistant Location Manager
Walmart/Dove	@Radical Media	Location Assistant
CLR	Gaffney Films	Location Assistant
Andy McKenna	Majestic Pictures	Location Assistant
Qwest	Company Films	Location Assistant
Chinet	Company Films	Location Assistant

### ***Director/Assistant Director***

Implementing creative content and flow of project. Directing actors, choosing locations and managing technical details of camera, lighting, etc. Working with editors for final creative arrangements. Assistant to director. Keeping crew on schedule during shoots and responsible for background actors.

Lips (Season 2)	Flo Vinger	1st Assistant Director
Assisted Living (Webisode)	Mindlight Films	Assistant Director
Allstate	Dictionary Films	2nd Assistant Director
You Shouldn't Have	dir. Larry Ziegelman	1st Assistant Director
Live performances	Harrow Arts Center/London, England	Assistant Director

### ***Production Assistant/Internships***

Office/Set Duties. Phones, deliveries, script copies, lunch pickups, driving crew talent, cleaning, distributing radios. Facilitating communication between

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departments. Making sure nothing interferes with a take on set. Wrangling talent and background actors.

Dead Files/Sandblasters	Painless Productions	Executive Assistant
Transformers 3	Paramount Pictures	Production Assistant
Walmart	Biscuit Filmworks	Production Assistant
Day in the Life of Richard Branson	Warrior Poets	Production Assistant
Agents	Warrior Poets	Production Assistant
ESPN Combine Documentary	Warrior Poets	Production Assistant
The Dilemma	Dir. Ron Howard	Production Assistant
Kimberly-Clark	Service Station Media	Production Assistant
Gatorade	@Radical Media	Production Assistant
The Ellen DeGeneres Show	WAD Productions	Office/Set PA
Untitled Todd Solondz Film	Emotion Pictures (NYC)	Production Assistant
Grow A Whole Food Documentary	dir. Sarah Carlson	Assistant Editor
Mimi Productions	Post Production Studio	Assistant Editor/Intern/PA
Shirley Hamilton Talent	Talent Agency	Intern
Ally Entertainment	Music Talent Agency	Booker

## **Qualifications/Hobbies**

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NASM Certified, CPR/AED, CPI (Crisis Prevention Intervention) Certified, SAG/AFTRA, music, working with kids, psychology, acting, photography, stunts, health sciences, traveling, voice-over, writing, culinary arts Digital and Office Software Applications (MAC&PC environments) Final Cut Pro, Pro Tools, Adobe Photoshop, Final Draft, Microsoft Office Suite, POS systems-Aloha, Micros