

Emily Green

SENIOR PRODUCER

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Summary

Accomplished client-facing producer specializing in high quality TVCs and video content. Resourceful and innovative with experience in advertising agencies and production companies, Emily has a creative mind paired with outstanding time management, leadership and interpersonal skills. With a strong work ethic and wealth of experience across a range of industries, Emily has worked on both agency and production sides on clients like Walmart, Mazda, Tide, BBDO, Mitsubishi, Y&R, Kmart, Leo Burnett, Estee Lauder and Jacobs Creek.

Key Skills

Agency producing TVCs, branded content, corporate film, music videos	Line producing Pitching and new business Talent management/resourcing	Executive producing Client/account service Union talent contracting
Production management	Marketing and PR	Budgets and scheduling
Post production coordination	Internal & client presentations	Project management

Experience

June 2016 - present Saatchi & Saatchi New York, NY

Senior Producer

- ◆ Oversee large scale broadcast productions
- ◆ Source the best creative talent and production partners
- ◆ Manage internal freelance and full time staff

August 2014 - June 2016

Producer

- ◆ Agency producer of high-quality broadcast and video content
- ◆ Source directorial and editorial talent and production partners
- ◆ Key liaison between production company, post production vendors and internal creative and accounts teams
- ◆ Develop and manage budgets from low budget to \$10m, financial reporting
- ◆ Develop and manage production schedules
- ◆ Work with client's other partner agencies on large-scale productions

Feb 2014 - August 2014 limeykgreen

Freelance Producer

- ◆ Freelance producer of TVCs, branded content and corporate film
- ◆ Working both agency and production company side
- ◆ Highly-skilled at producing, production management, location management, assistant directing, new business development, management of creative talent and more

Feb 2008 - Dec 2013 KOJO/Spirit Films South Australia

March 2012 - Dec 2013

Executive Producer of Content

- ◆ Manage and grow content department in multi-disciplinary production company
- ◆ Produce award-winning video content for advertising agencies and direct clients including TVCs, branded/online content and corporate film
- ◆ Source, curate and represent suite of directors, DOPs and photographers
- ◆ Train, mentor and motivate team to reach creative, personal and financial targets
- ◆ Staffing and performance reviews
- ◆ Grow national presence, staff and manage production operations across Australia
- ◆ Champion integration with internal post production, digital and events businesses
- ◆ Critical role in executive management committee, advise on business strategy
- ◆ Build and service relationships with new and existing clients
- ◆ Source and contract onscreen and VO talent
- ◆ High-level financial reporting, board reports and executive summaries
- ◆ Lead pitches, craft tenders and proposals, compile treatments and showreels
- ◆ Drive impactful marketing and PR activities, write press releases, lead client presentations, formulate business development strategies and generate new business

March 2011 - March 2012

Producer

- ◆ Lead production of TVCs, branded content and corporate communications
- ◆ Enhance and execute creative vision of clients and directors
- ◆ Formulate and manage schedules, budgets, invoicing and forecasting
- ◆ Effectively manage bookings of crew, equipment, talent and facilities
- ◆ Source locations, cast, wardrobe, art department when required
- ◆ Grow business through marketing, manage print and social media output, administer website updates

Feb 2008 - March 2011

Production Manager/PA

- ◆ Support producers, directors and crew in production management of high-end TVCs
- ◆ Provide administrative support including research, invoicing, asset management, office management, maintenance of website and social media activity
- ◆ Ensure projects are consistently delivered on time and on budget
- ◆ Formulate and execute production processes, including effective management of all pre-production administration, shoot and post-production reconciliation
- ◆ Regular tasks include crew and talent bookings, call sheet formulation, scheduling, assistant directing, travel and logistics

June 2006 - Feb 2008

Imagination

South Australia

Production Coordinator/PA

- ◆ Coordinate production of interactive DVD and board games
- ◆ Create and manage strict timelines, budgets and quoting
- ◆ Ensure meticulous quality control at all stages of production
- ◆ Liaise with international recording studios, licensors and talent agents
- ◆ Supervise video editors, sound engineers and external suppliers
- ◆ Coordinate multiple language reversion as required

July 2001 - Feb 2009

Private Tutoring

South Australia

Academic tutor - Maths, English, ESL and French

- ◆ Motivate high school and mature age students to achieve personal and academic goals
- ◆ Exercise effective organization, communication skills and lateral thinking
- ◆ Demonstrate excellent mentoring and interpersonal skills
- ◆ Display excellent command and understanding of the English language

Education

2016 AICP Judge
2012 National AWARD School
Highly-regarded course for advertising creatives; stringent application process
2010 Advertising Federation of Australia Adschool copywriting course
2005 Advertising Federation of Australia Adschool foundation course
2005 Bachelor of Media, University of Adelaide, outstanding achievement

Achievements

2012 Recipient of inaugural 'Blue Sky Award' (employee of the year) for 'passionate curiosity, unwavering positive attitude and a natural talent for inspiring nurturing and supporting others'
2011 Creative Director of 34th Annual Adelaide Advertising and Design Club Awards
2006 Third place in international *Firefox* advertising competition, held as part of San Francisco Film Festival
2005 University of Adelaide, recognized for *Outstanding Achievement in the Humanities and Social Sciences discipline*; distinction average
2002 Tertiary Entrance Rank 95.75 (out of 100)
1994 Awarded academic scholarship to Seymour College

References & Credits

Written references and referees available on request.
Credits available on request, or at <http://limeykgreen.com/cv---creds.html>

I like...

Travel
Documentaries
Photography
Personal fitness
Australian wine and good food
Punk music