

Jamie Arena

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EXPERIENCE

Production Coordinator

Lunch Money Films | 10/2023 - Current

- Coordinator for "Unlearned", an in production documentary in collaboration with Variety on the fight for Florida curriculum.
- Engages in thorough research on a range of planning issues, collating information from various sources, and effectively communicates findings to the Director and Producer.

Production Assistance Program Intern

Women Make Movies | 08/2023 - Current

- Assist in the search for new films within festival and exhibition programs that align with Women Make Movies' distribution criteria.
- Review incoming film fiscal sponsorship applications, which includes video samples, scripts, and finance sheets.
- Organize information into the Women Make Movies Production Assistance database.

Freelance Journalist

Various Online & Print Publications | 06/2022 - Current

- Researches and produces daily articles and podcasts, including interviewing guests on specific topics, as well as analysis' and criticism.
- Attends press screenings and film festivals, maintaining a strong relationship with sources and their PR representatives.

Freelance Production Assistant

Various Film Production Companies | 06/2022 - Current

- Stay alert, active, and ready to respond to any request at any time using variety of available resources.
- Created shot lists, booked talent and locations and prepared sets for shooting to provide comprehensive production support.

Artist Coordinator

MadSoul Music And Arts | 04/2019 - Current

- Responsible for scouting and organizing 20+ art vendors for Mad Soul Music and Arts Festival twice a year, with an emphasis on including artists from underrepresented communities.
- Fulfilled festival communications, vendor and volunteer coordination, schedule creation, and rehearsal of day of event planning.
- Assist in social media management, outreach, art production duties, artist relations.

Advance Associate

Weymouth Watson | 08/2022 - 02/2023

- Helped produce high scale events and tours for political purposes which includes Gabby Gifford's Florida Bus Tour, Governor Josh Shapiro's Inauguration and Celebration, and DNC Bus Tour 2022.
- Generate site survey reports, diagrams, travel, and schedules.
- Participate in meetings, source supplies, printed visuals, and COVID protocol materials as needed.

Site Lead

First Point Touring Co | 08/2022 - 01/2023

- Conduct site visits & walk throughs of event sites with a variety of stakeholders for Voto Latino's 'Defend The Future' events.
- Brief principals, manage media logistics, on-site speaker logistics, and crowd logistics.
- Liaise with local and traveling vendors; coordinate gear lists, load in schedules & insurance requirements.

Coordinator

Florida Film Festival | 03/2022 - 04/2022

- Gathered and organized materials to support operations in preparation for the festival.
- Oversaw festival duties including technical, operational, clerical and customer service support activities.

Costume Assistant

Orlando Vintage | 10/2021 - 01/2022

- Used lookbooks created by costume designers to select and prepare vintage items to be shipped for various film productions including Amazon's The Marvelous Mrs. Maisel, Max's Love and Death, Netflix's Stranger Things, and more.
- Sewed and detailed vintage items to specifications of costume designers.

Intern

Rock The Vote | 05/2021 - 09/2021

- Contributed to content for the organization's social media by creating videos and copywriting.
- Researched and authored summaries and memos on various topics related to voting rights using WordPress and Medium.
- Sorted and organized files, spreadsheets, and data reports for Rock The Vote.

Organizing Fellow

NextGen America | 09/2020 - 11/2020

- Used digital and online tactics to engage students where they're at to recruit volunteers and register people to vote for Election Day 2020.
- Ran a classroom presentation program to educate students on voter registration, vote by mail, and voting on campus.

Campus Organizer

March For Our Lives | 08/2019 - 09/2019

- Responsible for recruiting and organizing student volunteers to meet our ambitious goal of 1,000 voter registrations each week on campus.
- Provided analysis to volunteers on performance and implemented plans to maximize results each day.

EDUCATION

University of Central Florida

Orlando, FL

Bachelor of Arts: Communications, Journalism, And Film

Indian River State College

Ft. Pierce, FL

Associate of Arts: Journalism And Film

LANGUAGES

American Sign Language

SKILLS

- Research Acquisition
- Written & Verbal Communications
- Public Speaking
- Community Organizing
- Event Management
- Active Listening
- Creative Problem-Solving
- Attention to Detail
- Collaborative Leadership
- Preparing & Organizing
- Adobe Suite
- Video Software (Final Cut Pro)
- Final Draft
- FileMaker Pro
- Movie Magic (Budgeting & Scheduling)
- Notetaking & Typing
- Training
- Project Management