

NAOMI AGNEW

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EDUCATION | Dartmouth College, Hanover, NH, August 2020 | BA in Film Studies, Minor in ENVS & Theater | GPA 3.7/4.0

RELEVANT WORK EXPERIENCE |

Texas Crew Productions

How I Escaped My Cult (Hulu) - Set Production Assistant

June 2024

- Worked with a small crew to aid in filming an episode of *How I Escaped my Cult*, doing daily general production assistant duties
- Helped with daily set up and tear down of multi-cam interview sets in various location across central Kansas
- Provided daily support to the producer, DP, and Production Coordinator on whatever tasks arose, including making crafty, coffee, and lunch runs, collecting set dec for interview setups, providing interview specific assistance to the producer, and transporting crew/cargo

Inclined Production, Inc

The Sensitive Kind: Pilot (Hulu/Fx) - Art Production Assistant

March 2024 -May 2024

- Assisted Art departments Heads as required, including picking up out-of-house prints, completing reference research for production designer, printing out in house graphics on high-end color printers (Epson ET 8550, Imageprograf 4000, Epson Surecolor P400)
- Made supply purchases for Art Department and was responsible for Department Head receipts, personal receipts, and Cashet
- Worked under pressure to finish existing and last minute artistic elements for the production, ensuring their timely delivery to set

Make It Good Productions, Inc

Fast Home Rescue: Season 2A (The Weather Channel) - Set Production Assistant

November 2023

- Loaded-in and loaded-out production equipment, set pieces, trash from construction, and large construction equipment
- Completed general PA duties for this specific production, including organizing and, picking up lunch orders, obtaining releases, tidying up crafty/set areas, going on various runs (mostly Lowes, Homedepot, Walmart, etc), and helping on set where needed
- Preemptively problem solved for the crew and stayed ready for anything by paying attention to/reacting to my surroundings and keeping useful items on me at all times, such as extra waters, hot bricks, hot hands, tape, markers, multi-tool, paper release copies, etc

IPC/7th Floor Productions

We're Here: Season (HBO Max) 4 - Field Production Assistant

September 2023 - Oct 2023

- Completed general PA duties, such as shopping for and organizing crafty, executing various runs, collecting receipts, helping wrap, etc
- Assigned to one film team daily and aided in their specific filming needs for the day; this included collecting appearance and location releases for unreleased personnel/locations, organizing daily dine in lunches, driving the crew/gear to various filming locations, etc.
- Helped maintain and manage backstage flow for the live final performances by preemptively problem solving issues, calling times to stage, ensuring talent and props were in places, and maintaining a general positive morale for talent and crew

Minim Production Inc.

Reservation Dogs: Season 3 (Hulu/Fx) - Office Production Assistant

February 2023 - June 2023

- Collected, scanned, organized and distributed daily morning paperwork and packages to all necessary departments and coordinators
- Made regular runs for various office supplies, supplies needed on set, office/warehouse crafty, and etc on a daily basis
- Created purchase orders and took inventory of office supplies and crafty, as well as maintain a weekly budget for said supplies
- Maintained a clear line of communication between my superiors and peers to effectively anticipate production need
- Aided in wrapping out the production by clearing out and packing up office space, calling vendors for various rental pickups, mailing back packages and kits, gathering and organizing wrap paperwork, moving things to storage, doing final walkthroughs, etc

Music Theatre Wichita

Assistant Stage Manager & Assistant Props Artisan/Properties Run Crew Manager

May - Aug. 2022 & Oct. - Nov. 2021

- Assisted and executed projects with the properties director, including organizational assignments, paper and graphic crafty projects using Adobe Software, and large-scale collaborative artisan projects, all done in accordance with production schedule deadlines
- Tracked, organized, and helped run all props for MTW's 2022 season & Nov 2021 production of *Twelfth Night*, handling props for 50+ actor shows, and preemptively/proactively solved issues during live shows to ensure a smooth and successful show-run
- Assisted the production stage manager in various duties, including scheduling and overseeing rehearsals, creating daily rehearsal reports, and attending/participating in bi-weekly production meetings

SKILLS & CERTIFICATIONS | OSHA 10 Training, Proficient in; Adobe Creative Suite (Premiere, Audition, After Effects, Illustrator, Photoshop) Google Suite, Synchronize, Microsoft 365 | Multi-Tasker, Fast Learner, Organized, Thorough, Responsible, & Collaborative.