

**Erik Munzert**  
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**Objective:**

Enthusiastic filmmaker with a degree in English/Creative Writing, and a passionate background in film and television production seeking a employment in the film industry.

**Education**

**Hartwick College, Oneonta, New York, May 2015**

Bachelor of Arts: English, Creative Writing, 3.6 GPA

**New York University, New York, New York July 2014**

Sight and Sound: Filmmaking

**Skills: Adobe Creative Cloud/ AVID/ Final Cut, Microsoft Office, Professional Writing, Screenwriting, Office Support, Final Draft, Celtx and production support.**

**Work Experience**

**Freelance Writer**

**Present**

- Narrative Screenwriting, placed in six screenwriting competitions, script rewriting for indie film.
- Award winning short film script, published copy writing, film grant writing, and TV show proposals.

**Freelance Production Assistant**

**Present**

- Complete runs for producers and production supervisors, assist camera department, drive cubed truck.
- Build and set-up various production stations, set-up and break down craft services and meals, lock parking.

***There to Nowhere***

**Writer/ Director/ Producer**

**2018**

- Execute a four day shoot on time and budget, run a crew eight person crew, work extensively with actors.
- Secure funding for film, cast actors, write script, work with editor to complete film, submit to festivals.

**Station Film,**

**Intern**

**2016**

- Provide Executive producer, associate producer and controller production support.
- Equipment pick-ups and rentals, take notes on director reviews, proof read treatments and scripts.
- Sourcing research, answer phone calls and daily up-keep of office.

***One More Day: PSA***

**Office Production Assistant**

**2016**

- Drive cubed truck and a fifteen passenger van, build and break down camera equipment, help AD organize shoot.
- Research supporting content, coordinated gear and meal pick-ups and drop offs, set-up craft services.

***DIRECTV: Fantasy Zone,***

**Audio/ Production Assistant**

**2016**

- Put microphones and IFBs on cast before and during live broadcast, assist with audio test and video test.
- Assist lighting department, assist camera operators and clean studio.

***Viral: The Film,***

**Office and Set Production Intern**

**2015**

- Answer phones, file and arrange paperwork, creates sides according to daily call sheet and task in Excel and Word.
- Drive production vehicles to pick up and return equipment in NYC and order meals for a large office.

***DARE TO BE DIFFERENT,***

**Production Assistant**

**2015**

- Assist Camera department with setting up lighting for interviews, assist executive producer with logistical planning.
- Drive famous musicians to and from interviews, take food orders, go shopping and arrange craft services.