

R.J. Morgan

Podcast Producer & Administrative Assistant

Contact

Los Angeles, CA

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Robertjmorgan1@gmail.com

Portfolio & Full Online Resume

[Creative Portfolio](#)

Silent Sound Password:

ancientblood

[LinkedIn](#)

Education

Pepperdine University
MFA – Film

Eastern Connecticut State
University
BS – Business
Administration

Eastern Connecticut State
University
BA – Theatre

Arts & Entertainment Experience

05/2020 - Current

Podcast Producer • Pepperdine University Center for the Arts • Malibu, CA

- Create, Develop, Produce, and Edit the podcast show, *Centered on the Arts*. An Arts Nonfictional and Educational show Dedicated to the Diverse Background of the Arts and its Significance.
- Coordinate and Assist with the Managing Director in the Booking of Diverse Artists of Various Genres of Art and Guest/Artist Contracts.
- Create and Implement Marketing and Podcasting Strategies to Target Audiences within the Arts, Malibu, and Educational Communities.
- Conduct Research of the Artist, Art Form, etc. to Create Interview Questions and begin the Storytelling Process.
- Supervise and Review the Music Composer in the Creation of Original Music and Scoring of each Episode.

04/2019 - Current

Administrative Assistant & Events Coordinator • Pepperdine University Center for the Arts • Malibu, CA

- Assist the Managing Director and the Center for the Arts staff with various day-to-day activities, responsibilities, and projects.
- Act in Telephone Support, Scheduling and Correspondence, Maintaining Records and Managing the Staff Calendar.
- Assist in the Construction and Issuance of Artist Contracts.
- Manage Staff & Committee Meetings including Room Reservation, Catering, Scheduling, & Information Distribution.

03/2021 – 07/2021

Literary Manager • 5J Management • Los Angeles, CA

- Locate New Writers (Animation, Novel, Film, TV) for Representation.
- Read and Evaluate scripts in search of Exceptional Storytelling.
- Assist in the Development of the Client's Projects and Career.
- Create and Build Literary Contracts and Manager documents.

04/2019 – 06/2019

Production Assistant • Critical Content • Los Angeles, CA

- Assist the Line Producer in two shows: *Very Cavallari* & *Racing Wives*.
- Complete Production Runs, Delivery of Equipment, and Merchandise to/from Vendors.
- Accurately Complete Administrative Support through Travel Coordination, Staff Meals, and Creative Planning and Scheduling.

Key Skills

Adobe Acrobat Pro
Adobe Audition
Premiere Pro
Recording and Editing
Contract Review
Artist Bookings
Final Draft
Headliner
Libsyn
MAC / PC
Microsoft Office Suite
G Suite
Administrative Assistance

Additional Life Experience

20 years of Martial Arts
Training & Teaching

5th Degree Black Belt in
Tae Kwon Do

National Tae Kwon Do
Competitor

Knowledge of Ten Martial
Arts Weapons

Stunt Coordinator of 3
Stage Plays and 3 Short
Films

Former High School and
Middle School Substitute
Teacher

- Create Organizing Systems in Preparation of On-Location Shooting including, Administrative Files, Contracts, Nondisclosure Agreements, Equipment, and Travel Load-outs.
- Complete and Administer Credit Card Reconciliation Reports.

Arts & Entertainment Career Training

08/2017 – 12/2017

Development Intern • Captivate Entertainment • Universal City, CA

- Receive First-Hand Sight of a Working Writer's Room.
- Provide Coverage for Script, Novel, and Comic Book Submissions.
- Provide Expert Administrative Support to the Director of Development.
- Complete Research Projects by Tracking Articles, Public Domain Stories, and Novels for Recommendation of Purchasing Rights.

09/2014 – 12/2014

Producing Intern • Goodspeed Musicals • East Haddam, CT

- Provide Script & Music Coverage for the Tony Award-Winning Playhouse, Goodspeed Opera House and the Norma Terris Theatre.
- Provide Expert Administrative Support to the Producer, Artistic Director, and Line Producer.
- Run the Front Desk, Greet Prospective Writers, Agents, Managers, and Guests for Scheduled Meetings.
- Watch and Provide Coverage of Feature Films for Potential Adaption.

Writing and Film Awards

TV Writing

- Scriptapalooza Television Writing Competition (2022) - Semifinalist
- WeScreenplay Diverse Voices Screenwriting Lab (Spring 2022) - Quarterfinalist
- Stage 32 – New Voices in Animation Screenwriting Contest (2021) - Quarterfinalist
- Scriptapalooza Television Writing Competition (2019) - Quarterfinalist
- ScreenCraft Animation Contest (2019) - Quarterfinalist

Film (Producer)

- The Flick Fest (2022) - Semifinalist
- Chandler International Film Festival (2020) – Official Selection
- Golden State Film Festival (2020) Official Selection
- Visionary Filmmakers Showcase (2020) – Official Selection
- Catalina Film Festival (2020) – Official Selection
- Infocus Short Film Festival (2019) – Best Actress & Supporting Actress
- Independent Shorts Awards (August 2019) – Silver Award: Best Student Director (Female)
- Long Story Shorts | International Film Festival (September 2019) – Official Selection
- Bucharest ShortCut CineFest (September 2019) – Nominated Best Student Film