

SARAH WHITAKER

Los Angeles, CA

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PROFESSIONAL SUMMARY

15 years in logistical production management, staffing, project management

SKILLS

- Budget Preparation & Cost Tracking
- Project Management & Team Lead
- Production Planning & Scheduling
- Database Management
- Permit & Insurance Acquisition
- Crew Sourcing & Coordination
- Equipment Procurement & Vendor Tracking
- Location Sourcing & Coordination

WORK HISTORY

10/2022 to Current

Producer

Satellite Films

- Develop and manage all film/corporate video/commercial budgets
- Develop Statements of Work and all Client servicing & communication
- Develop shooting schedules, team/department schedules, shot lists, prep and post-production timelines
- Source crew in various locations (crew deal memos, contracts, onboarding)
- Casting (on-screen talent and VO)
- Source rentals, equipment, supplies, art
- Facilitate communication between production staff and other departments to synchronize work
- Location scouting and venue logistics
- Post-production supervision throughout process with all departments
- Project development: storyboard and script editing support

(clients include Thermo-Fisher, PerkinElmer, Discovery Life Sciences, Azenta Life Sciences, GenScript, UC Berkeley, Twilio, Cepheid)

09/2022 to 05/2024

Producer/Line Producer

FILMs (thriller, drama/thriller, drama/musical)

- Build and manage film budget based on script
- All cost tracking (POs, invoices, department budgets, receipts, payroll)
- Acquisition of film insurance, permits, and all union pre-production / postproduction paperwork & processes
- Source & onboard all crew (crew deal memos, contracts, onboarding)
- Casting support (talent management and, union contracts, agent/mgr relations and payroll)
- Source production rentals/trailers/equipment/supplies
- Catering and craft services management for shoot

- Location scout and all management
- Build and manage daily production schedule, pick ups
- Postproduction support of all departments
- Film screening coordination
- Festival submission and support

01/2022 to 02/2024 **Line Producer**

WEB SERIES (comedy, ongoing LGBTQIA+)

- Build film budget and ongoing management of production costs to keep in line with approved budget, managed vendors and invoices/payments/expenses
- Acquisition of film insurance and all union pre-production / postproduction paperwork & processes
- Sourced & booking crew, cast & crew contracts/deal memos and agent relations/casting support
- Catering and crat services management for shoot
- Location scout and all management
- Build and manage daily production schedule

06/2022 to 09/2022 **First Assistant Director**

EPISODIC DRAMA (Urbanflix, drama)

- Develop and manage block shooting schedule for all episodes (45min-57min episodes, 20+ locations 50+ crew, 65+ cast)
- Breakdown script and building shooting schedule for 2-unit shoot
- Management of schedule on set daily
- Location scouting
- Lead schedule discussion calls and location meetings
- Manage crew
- Catering facilitation

05/2014 to Current **Live Event Producer**

ParkerWhitaker Productions

- Budget build and ongoing management, accounting, cost tracking and reporting
- Full scale a to z project management and pre-production process
- All crew/staff sourcing, contracting, call sheets, and payments (various cities)
- Locations: scouts/contracting/custom layouts
- Obtain insurance and event permits
- Vendor sourcing (AV, staging, furniture, floral, custom décor, catering)
- Casting/performer/talent booking and management
- Build and manage production schedules
- Creative direction and design
- Coordinate travel and accommodations for event attendees
- Coordinate and secure ticketing platform for guest registration and run front of house check in teams/red carpets

EDUCATION

01/2005

B.A.: Advertising And Sociology

Minors: Spanish, Psychology, International Studies

Penn State University - State College, PA (University Park)

- GPA: 3.85

HONORS AWARDS MEMBERSHIPS

- President (5yrs) HOA Board for Olive Manor Condominiums, West Hollywood
- Lesbian & Gay Advisory Board for the City of West Hollywood
- Member of the Hollywood Chamber of Commerce
- Member of the California Fashion Association
- Penn State Dean's List

PROGRAMS AND SOFTWARE

- Movie Magic Budgeting
- Movie Magic Scheduling
- Google Workspace
- Monday.com
- Basecamp
- Microsoft Office
- Studio Binder