

AMELIA SPITLER



PRODUCER | PRODUCTION COORDINATOR | PRODUCTION SECRETARY

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INDUSTRY EXPERIENCE

February 2022 - Present

NBCUniversal's *Chicago Fire*

Washington, D.C. Chicago, IL

Producer's Assistant

- Assistant to Demetra Diamantopoulos

September 2021 - October 2021

Netflix Productions LLC's *Rustin*

Washington, D.C.

Production Secretary - D.C. Unit

- Oversaw all petty cash reconciliation for D.C. Unit.
- Stayed on top of all office supply orders and coordinated all lunch orders for entire run of show.

September 2020 - June 2021

FOX 21 / Disney / Hulu's *Dopesick*

Richmond, Virginia

Production Secretary

- Central distribution hub for all company-wide announcements: in charge of informing the company of day-to-date logistics and COVID-19 updates.
- Dedicated to maintaining the Crew List, preparing cast contracts for Talent and making sure they are catalogued, providing office supplies and shipping materials to entire company.

August 2020 - March 2021

Radical Media & PBS' *PBS American Portrait*

Richmond, Virginia

Storyteller

- Selected as one of two filmmakers from Virginia to contribute to the nationwide series in honor of PBS' fiftieth anniversary.
- My subject, Bedrock Bee - a community leader at Marcus-David Peters Circle in Richmond, VA - was featured in the fourth episode of the on-air episode, "I Rise".

October 2019 - February 2020

Sundance Institute

Park City / Salt Lake City, Utah

Manager, Theatre Operations - Salt Lake City Theatres

- Updated and developed site plans, equipment needs, volunteer staffing and sponsor activation for all five theatres in Salt Lake City, maintaining excellent relationships with Artist Relations and Press Offices for film team appearances.
- Oversaw theatre operations for the Salt Lake Opening Night Gala by coordinating with various Sundance departments (Artist Relations, Government Relations, Special Events) ensuring a smooth event.

PRODUCTION EXPERIENCE

Producer

Ex Disposer ∞∞

Now Streaming: [Omeleto](#), [Film Shortage](#), [Bureau of Creative Works](#)

World Premiere: 2020 Brooklyn Film Festival

Official Selections: Palm Springs International ShortFest, Maryland Film Festival, deadCenter Film Festival, Sidewalk Film Festival

Production Coordinator

Columbarium ∞∞

Directors: Roger Mancusi & Katie Schiller

Production: Fair Oaks Entertainment, It Doesn't Suck Productions

Mabel ∞∞

Director: Nicholas Ma

Producers: Luca Borgehese, Ben Howe, Helen Estabrook

Shiva Baby ∞∞

Director: Emma Seligman

World Premiere: 2020 South by Southwest

Producers: Kieran Altmann, Katie Schiller, Lizzie Shapiro

Midnight Traveler ∞∞

Director: Hassan Fazili

World Premiere: 2019 Sundance Film Festival

Producers: Emelie Mahdavian, Su Kim

EDUCATION

May 2017

Bachelor of Fine Arts, Filmmaking, Magna Cum Laude

Montclair State University

Montclair, New Jersey

SKILLSET

Film Festival Freelancer - Theatre Operations

Main Objective:

To ensure consistent flow of communication and between the Festival and patrons for a smooth theatre going experience.

Selected Work Experiences:

Venue Manager - Seattle International Film Festival (May 2019)

Festival Coordinator - Sundance Institute (December 2018 - February 2019)

Jury Coordinator - DOCNYC (November 2018)

Script Coverage

Freelance Script Reader, with focus on story development and script structure.

Selected Work Experiences:

Roadmap Writers - 2020 Roadmap Shorts Competition (August 2020 - September 2020)

Script Reader - Austin Film Festival (August 2017 - Present)

Film Production

Key Skills:

Doczilla, Scenchronize, Scheduling, Budgeting, Negotiation Skills, Post-Production Supervision, Team Management, Marketing and Outreach Experience

Additional Skills

Phone Coverage, Data-Mining, FileMaker Pro, AirTable, Zoom, Google Platforms, Mac & Windows Proficient