



ERICA MATYAS

CREATIVE DEVELOPMENT • PRODUCTION MANAGEMENT

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I'm a dedicated professional with a passion for story, creative development and project management. Cut from over 20 years in the film, entertainment and live event industry, I have a proven ability to bring projects from conception to superior execution. My experience includes defining project vision and goals; managing timelines and budgets; cross-functional collaboration; team leadership and expertly communicating with all stakeholders to ensure goals remain aligned throughout a project.

I relish opportunities for unbridled creativity and visual communication, while maintaining equal nerd status for the details and organization of project management. Thriving in ever-changing environments, I find footing very quickly in new landscapes. I take a proactive approach to each project, anticipating needs and building trust that fosters productive relationships.

EXPERIENCE

FIGURE 8 FILMS (2015, PRESENT)

- **Coordinating Producer**, Multiple series' (legacy, new and in-development productions)
- **Associate Producer**, (Field) *Bringing Up Bates, Season 1, Ep. 11*
- **Field Production Coordinator**, *19 Kids and Counting, Season 10*

SENIOR PRODUCTION COORDINATOR, TEK PRODUCTIONS (2016 - 2021)

Collaborate with executive teams to produce live events, media and virtual experiences.

- Formulate logistic plans and timelines, meeting critical creative and production deadlines
- Create and develop content for video production and virtual engagement opportunities
- Partner with editors and design teams through post-production
- Establish internal communication strategies to create a unified workflow
- Work directly with clients to ensure goals are aligned ensure milestones are met
- Build and maintain project budgets and proposals, including negotiating contracts

THE GOLF CHANNEL / NBCUniversal (2011 - 2016)

Managed production aspects for multiple television series

- **Production Manager**, *Driver vs Driver*
- **Production Coordinator**, *Altered Course*
- **Production Coordinator**, *The Big Break Seasons 16-23*

HEARTS SPEAK (2013 - 2015)

Develop and produce high-impact marketing resources and education for animal shelters

- **Video Producer**, Perfect Exposure Project Kickoff
- **Workshop Instructor**, Perfect Exposure Project Workshops
- **Copywriter/Graphic Designer**, Perfect Exposure Project Field Guide

PHOTOHOUND DOG PHOTOGRAPHY (2004 - 2015)

- **Business Owner**, Principal Photographer & Graphic Designer

ENZIAN THEATER & FLORIDA FILM FESTIVAL (2007 - 2008)

- **Program Coordinator**, Enzian Theater Membership & Volunteers
- **Assistant Events Coordinator**, Florida Film Festival

FEATURES / TELEVISION (2001 - 2006)

- **Production Secretary**, *A Change of Heart* (Director: Kenny Ortega)
- **Set Decorating Coordinator**, *Step Up: Revolution* (Director: Scott Speer)
- **Production Secretary**, *The Chameleon* (Director: Jean-Paul Salomé)
- **Production Secretary**, *Miracle at St. Anna* (Director: Spike Lee)
- **APOC**, *My Family's Got GUTS*
- **Live Satellite Feed Coordinator**, Newslink, LLC
- **APOC**, National Professional Paintball League Tour
- **APOC**, Various Commercial Spots

SKILLS + SPECIALITES

- Creative Direction
- Content Development
- Producing
- Team Management
- Writing/Copy Editing
- Multi-Project Management
- Photography
- Visual/Graphic Design
- Storytelling
- Highly Adaptable
- Creative Problem Solver
- Stellar Communicator
- Meticulous
- Collaborative
- Innovative
- Inclusive
- Photoshop/Lightroom
- Google Workspace
- MS Office/Teams/SharePoint
- Slack
- Evernote
- Virtual Meeting Platforms

EDUCATION

GOOGLE UX DESIGN CERTIFICATE
In progress

UNIVERSITY OF CENTRAL FL
B.F.A 2001
Cinematography & Film Production

UNIVERSITY OF FLORIDA
Undergrad Studies
Journalism & Media