



ERICA MATYAS

PRODUCTION MANAGER • CREATIVE PRODUCER

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ORLANDO, FL / REMOTE

OH HELLO!

Meet your super-skilled Senior Production Manager, bringing 15+ years of creative problem-solving, team development and project management from the film, entertainment and live event industries. A natural team builder, adept at managing diverse personalities and work-styles to maintain cohesiveness and focused results. Thriving in ever-changing environments, I find quick footing in new landscapes. If you'd like to bring a dynamic skill set and unique perspective to lead your team, I'd like to chat!

EXPERIENCE

COORDINATING PRODUCER, Figure 8 Films (Recurrent contracts)

2012-2015 | 2021-Present

Expertly coordinate and execute on-location TV specials and web series, within frequently condensed timelines.

- Develop and manage budgets of \$50k-800k, consistently achieving creative goals within margin.
- Hire and supervise teams of 10-45 people for location shoots; Negotiate contracts; Build and maintain great working relationships between internal and external teams.
- Design production and shooting schedules, seamlessly recalibrating to any short-notice changes or creative directives.
- Consult on company policy directives and communication

SENIOR PRODUCTION COORDINATOR, TEK Productions

2016-2021

Coordinated creative and technical teams to produce live events, media and virtual experiences for legacy clients and Fortune 500 companies.

- Consistently managed the production of 2-4 concurrent projects.
- Developed new strategies for client engagement, increasing pandemic-era contracts by 25%.
- Created and developed content for video and virtual engagement opportunities, including scripts and copy-writing.
- Formulated logistical plans and timelines
- Established internal communication strategies between 5 departments to create pre-production efficiencies; Oversaw and met critical art, creative and production deadlines
- Designed proposals, program budgets and negotiated contracts with contractors and vendors

SKILLS + SPECIALITES

- **Cross-Functional Team Management**
- **Program Budgeting**
- **Scheduling**
- **Creative Problem Solving**
- **Relationship Building**
- **Workload Prioritization**
- **Content Development**
- **Writing & Copy Editing**
- **Video Producing**
- **Multi-Project Management**
- **Photography**
- **Graphic Design**
- **Highly Adaptable**
- **Incredibly Resourceful**
- **Excellent Communicator**
- **Client-Whisperer**
- **Detailed & Organized**
- **Proactive Thinker**
- **Ethically-Driven**
- **Authentically Human**



EXPERIENCE

PRODUCTION MANAGER, The Golf Channel / NBC Universal (Recurrent Contracts)

2011-2016

Managed scheduling, logistics and budgeting for multiple on-location tv series

- Built and maintained collaborative partnerships with international and domestic sponsors and stakeholders
- Designed effective and engaging communication for crews numbering 40+,
- Designed and distributed daily schedules, call sheets, and crew communications ensuring each department was informed of daily updates.
- Efficiently managed production and interview schedules for producer teams, contestants and hair/makeup department.

PHOTOGRAPHY & MARKETING INSTRUCTOR, HeARTs Speak (Recurrent Contracts)

2013-2015

Educated animal shelters in creative marketing, increasing adoption rates and reducing euthanasia.

- Designed, produced and executed 2-day immersive workshops at animal shelters across the US.
- Taught one-on-one photography instruction for all experience levels.
- Led marketing and creative writing instruction to all participants
- Conceived, developed and delivered concept for the *Shelter Photography Field Guide* companion book, sold through HeARTsSpeak.org
- Produced and directed promotional videos
- Provided photography, graphic design and copywriting services for a wide range of educational materials, fundraising campaigns and branding collateral.

PRINCIPLE PHOTOGRAPHER & DESIGNER, Photohound Dog Photography

2006-2015

My love for animals, reflected in the relationships I formed with my clients over 11 years as a photographer and business owner.

- Fine photographer of (the most amazing!) pets using film and digital SLR cameras. All images edited and post-processed with Lightroom and Adobe Photoshop.
- Designed and delivered bespoke cards, albums and visual campaigns
- Designed and photographed the annual SPCA of Central Florida calendar raising over \$10,000 for annual campaign.

SET DECORATING COORDINATOR, *Step Up Revolution*

2012

- Researched and sourced period-specific décor and practicals to align with character and mood profiles provided by the Set Decorator.
- Oversaw budget and inventory management for rentals and purchases
- Hired and supervised additional crew as needed.
- Effectively liaised between Set Decorating crew and broader production crew to ensure flow of communication.