Britt Morton

Assistant Production Manager/ Coordinator

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EXPERIENCE

Assistant Production Manager - December 2021
Video Action Inc. (Current)

- Assist Producer to develop filming schedule and budget. Monitor expenses.
- Assist with hiring crew and contractors, negotiating rates of pay, costs of resources, equipment, and other duties as needed.
- Assist with location bookings and arranging any necessary permissions.
- Assist with filming as required.

WIFV Membership/Programming Coordinator - December 2021
WIFV - Women in Film and Video DC (Current)

- Handles day-to-day needs of members (inquiries, reservations, mailings, etc.) whether by phone, correspondence, or office visits.
- Develops program post mortem for each program documenting attendance, known expenses, speakers, and volunteers for distribution to the WIFV Board.
- Liaison to the membership committee to provide materials and personal support for their initiatives to retain and recruit members resulting in an informed, engaged and functional committee.
- Coordinates materials from Marketing/Communications and Programming Committees to promote programs internally and externally across relevant platforms and outlets.

Script Analyst August 2021 - Current
AFF- Austin Film Festival

- Checked for proper formatting and technical errors
- Wrote detailed synopsis on overall plot and story structure
- Discussed scripts marketability
- Analyzed flow of dialogue along with character development

Production Assistant July 2021 - December 2021
Documentary/ Boni Productions and Black Eye TV

EDUCATION

M.A., University of Baltimore:

Integrated Design (In Progress)

B.S., University of Baltimore:

Business Marketing 2015

SKILLS

Screenwriting

Script Coverage

Team Building

Canva

Highly Organized

MS Word, MS Excel

Excellent Communicator

Multitasking

Problem Solving

- Helped with setting up and breaking down set equipment
- Craft Services and meal prep
- Assisted the director, DP and other crew members
- Performed errands as requested
- Escorted actors around filming area
- Handled and Organized production paperwork

Story Consultant April 2021- May 2021
" QT " Series Directed by: Tamieka Briscoe

- Provided feedback on the original web series
- Assisted in the creation of the pilot
- Worked with a writing team pitching and formulating the direction of the new series to be shopped

Production Assistant April 2021- May 2021
"Annexation" Directed by: Alyscia Cunningham

- Assisted with Script Supervision
- Craft Services and meal prep
- Prepared daily call sheets
- Participated in pre-production and post production planning
- Assisted with wardrobe
- Organized all paperwork including Covid-19 screening and safety acknowledgements
- Remained in contact with the cast answering questions and concerns
- Location Scouting
- Maintained a detailed Shot List

Production Assistant March 2015
"Forever Hold Your Piece" Directed by: Ashleigh Coffelt

- Organized materials on set
- Ran errands and gathered supplies
- Distributed call sheets

Script Coverage March 2014- June 2014
Creative World Awards

- Checked for proper formatting and technical errors
- Wrote detailed synopsis on overall plot and story structure
- Discussed scripts marketability
- Analyzed flow of dialogue along with character development