

Sierra Schnack

Director - Producer - Production Manager

Los Angeles, CA / New York, NY

sierraschnack@gmail.com | (217) 779-5554 | www.sierralschnack.com

EXPERIENCE

FILM/TV

Director/Producer/Co-Creator

Halfway To Fifty: Mini Web-Series - New York, NY

July 2021

- Directed, produced, and co-created a mini web-series made for YouTube
- Managed and oversaw all production aspects, personnel, scheduling, and logistics in pre, shoot, and post
- Directed episodes x01, x02, x03, and x05
- Acted in episode x04

Production Coordinator

January - May 2021

King's Blade Pilot - New York, NY

- Coordinated scheduling and personnel in pre-production for fantasy pilot shoot
- Acted as Director's assistant in all creative and logistic aspects in pre-production
- Assisted in casting breakdowns, side curation

EVENT MANAGEMENT

Production Coordinator

December 2020 - current

Honey + Vinyl / Sonic Sommelier - Los Angeles, CA / New York, NY

- Production managed "Honey+Vinyl Holiday" YouTube special
- Managed administrative production duties pre, on and post-site
- Created and implemented detailed production schedules and breakdowns
- Fostered client relationships and acted as first point liaison on-site; maintained relationships with top industry professionals

Director / Production Manager

January - March 2020

BLOCK The Film Virtual Premiere - New York, NY

- Directed and curated virtual premiere event for BLOCK film
- Managed on-site shoot for pre-recorded portion of live event
- Partnered with BLOCK coordinator to implement social media, outreach, fundraising, and overall event management

Office Manager / Executive Assistant

March - July 2021

On The Move - New York, NY

- Managed administrative, production, and assistance to the CEO of a corporation of top musicians and artists
- Managed New York office space, and employee/office schedule
- Managed virtual and in person band talent showcases for clients and industry professionals
- Fostered client relationships and acted as first point liaison/representative

Production Manager / Office Manager / Executive Assistant

December 2019 – December 2020

Elan Artists – New York, NY

- Managed administrative production and on-site duties of a corporation of top musicians and artists
- Managed bi-weekly band talent showcases for clients and industry professionals
- Oversaw nationwide production assistant hiring, training, and assignments
- Originated and assigned sales leads for national and international sales teams using Salesforce
- Fostered client relationships and acted as first point liaison on-site; maintained relationships with top industry professionals
- Created and implemented detailed production schedules and breakdowns

EDUCATION

Roosevelt University, Chicago College of Performing Arts

Graduated: May 2017

B.F.A. Musical Theatre – Dance, with honors

GPA: 4.0

- **Awards:** Sarah Siddons Scholarship

NYU TISCH Film + TV Industry Essentials

November 2021