

# Margot New

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Brooklyn, NY

A passionate project management professional with over a decade of experience in live entertainment, film, and theater production, dedicated to developing community through empathetic collaboration and creative problem solving.

## SELECT EXPERIENCE

### Production Coordinator ~ Imposter, Inc

New York | 2022 - present

- + **Project Management:** Track and support simultaneous commercial advertising production bids and creative pitches, coordinating communication with freelancers, reps, agencies, and clients for efficient project updates and feedback.
- + **Creative Decks:** Supervise director treatment process, manage designers and writers to create decks, ensuring timely submission.
- + **Bidding:** Craft comprehensive budgets that align with director and client creative.
- + **Talent:** Facilitate crew selection and booking aligned with the director's creative approach.
- + **Enhanced Workflow Efficiency:** Implemented tools and redesigned file management system, templates, and production manual to boost efficiency for freelance and internal teams.

### Director, Producer, Founder ~ New Story Productions

New York | 2022 - present

- + **Direction:** Conceptualize and execute the creative vision for original musicals.
- + **Tess, A New Musical (in development):** Produced and directed a concert version at the Kraine Theater. Fundraised nearly \$5k, sold out the 90 seat theater and managed an \$8k budget, resulting in a net profit of \$1k. Ongoing development of the script and music with acoustic concert presentations and invited table reads.
- + **Strategic Marketing & Design:** Designed website, graphics, and marketing materials for [www.tessmusical.com](http://www.tessmusical.com).

### Production (various roles) ~ Film, Live Entertainment, Events

Freelance | CA / NY / FL | 2020 - present

- + **Logistics:** Facilitate creative teams and crews for film, commercial, and music video shoots, corporate events and music festivals. Established communications, managing crews, vendors, schedules, accounting, and travel arrangements. Implemented budgets ranging up to \$1.25m and created crew/client-facing documents.
- + **Budgets:** Research and development of budgets for events up to \$4m. Implementing initial concepts into the final event.
- + **Talent:** Coordinated celebrity, SAG, non-union, and "real people" talent. Direct contact for talent teams, including administering rider requests.
- + **Clients:** Facilitate communication between clients and all other departments, connecting in person and over email, to ensure satisfaction.

Event Producers: *Broadcast* - Outside Lands. *Corporate Events* - Unbridled Events. *Music Festivals VIP* - Insomniac

Notable Production Companies: Hungry Man, Sandwich, Underwonder Content, Leviathan, Bob Industries

Film Credits: *Desiree & Her Desires* (short, in production) *Exposure* (2022), *Apophenia* (2021), *Boxing Day* (2021)

### Stage Manager ~ Theater, Events, Concerts

Freelance | California / Oregon | 2012 - 2020

- + **Collaboration:** Coordinated with directors, designers, HODs, actors, and crew to deliver theatrical and musical performances.
- + **Performance Integrity:** Maintained performance quality and consistency throughout a show run.
- + **Leadership:** Point of contact report for all company members during rehearsals and performances.

Notable Companies: Disneyland Parks, Musco Center, Artists Repertory Theater, Oregon Children's Theater, Chance Theater

## SKILLS

## EDUCATION

Adobe Creative Tools

Adobe Acrobat

Graphic & Web Design

Chapman University

Premiere Pro  
Photoshop  
Lightroom  
InDesign

Google Suites, Microsoft  
Slack

Multifaceted  
Communication

BA in Theater Technology, Minor in Psychology