

CLAIRE HAINES

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Producer | Production Coordinator | Video Editor

Producer and video editor with 6 years of experience creating content for marketing initiatives, documentaries, and narrative films. Creator of award-winning independent films, music videos, and content creator for small businesses and corporations.

CORE COMPETENCIES AND SKILLS

- **Communication:** Effective communicator both internally and externally. Comfortably able to work with external partners, talent, and content creators, communicating both creative briefs and logistical needs for productions/post-productions. Thrives in creating efficient and effective communication internally across teams in order to create the best product.
- **Creative Development:** Collaborate with different creatives on video projects from ideation to pitches, bringing both a creative eye from post production perspective, and logistical eye, keeping production and budget limitations in mind during the creative process. During this phase, having the ability to balance the two sides leads to a stronger creative proposal that is more likely to be greenlit during the pitch phase.
- **Project Management:** Ability to track multiple projects, determine bandwidth of the team, and communicate timelines to stakeholders and clients. Great at prioritizing content needs once briefed and negotiating timelines when needed in order to deliver assets on time. Experience in tracking projects using a SCRUM story points system to determine workloads and bandwidth of individuals and teams. Enjoys the challenge of representing the team during cross functional meetings, discussing prioritization of projects, and presenting output projections to stakeholders.
- **Production Skills:** Worked on set in many leadership roles during production, including Director, Assistant Director, Line Producer, and Production Designer. Other roles on set include Production Assistant, Assistant Camera, and Script Supervisor.
- **Technological Skills:** Adobe Suite (Premiere Pro, After Effects, Audition, Photoshop), Final Cut Pro X, Red Giant Plugins. Project management software Wrike, Trello, Jira, AirTable.

PROFESSIONAL EXPERIENCE

Talent and Content Operations Manager

Adobe | November 2020 - present

Remote

- Scheduled and booked talent for 40 hours of content on Adobe Live
- Created copy and distributed for approval from internal team and external talent
- Maintained communications between talent and Adobe teams
- Organized schedule in AirTable for cross functional reference
- Resourced talent for shows and negotiated contracts
- Developed and curated content before airing of live streams
- Supported talent and hosts, provided notes and helped calm nerves

Producer and Video Editor

Green Studio Productions | June 2015 – present

Remote

- In-house video editor on multiple features, videos, and shorts

- Cast talent for productions and point of contact to ensure great experiences on production
- Spearheaded post-production workflow, delegated editing work among staff, and ensured quality control of the final projects
- Organized budgets and coordinated talent for productions
- Created and executed contracts between employees, freelancers, and investors
- Line Producer on set, managed talent and crew, and kept productions running smoothly, efficiently, and on time.

Associate Producer

GoPro | November 2019 - April 2020

San Francisco, Bay Area

- Produced videos for GoPro's Advertising Team and Community Team (Social Media)
- Sourced talent and managed relations for productions, including coordination with GoPro Athletes, Ambassadors, and community members
- Reported status updates to advertising/marketing team during cross functional meetings
- Built out project schedules and tracked advertising requests in Wrike
- Projected team bandwidth using scrum method + assisted managing team's time
- Secured permits, clearances, and all legal coverage for productions and sourced content being acquired by GoPro from external creators

Video Production Manager

Curology | May 2019 - November 2019

San Francisco, Bay Area

- Developed and implemented standardized production process
- Creative Project Manager: managed projects and production workflow in line for quarter goals
- Communicated project timelines and milestones to stakeholders, including CMO
- Collaborated with copywriters, designers, audience analysts, and creative directors to help develop the brand on social media and advertising
- Sourced and booked talent for patient testimonial ads, experience working with minors on productions and proper protocols
- Created budget estimates, tracked expenses for productions, and managed all invoices

Production Coordinator

GoPro | April 2018 - May 2019

San Francisco, Bay Area

- Coordinated marketing assets for social media ad spots
- Assisted in sourcing talent for productions, including athletes, ambassadors, and paid talent
- Organized and evaluated submission of media assets from third parties
- Ensured delivery of creative feedback to third party content creators
- Tracked budget for productions and process expense reports
- Established and communicated with film festivals for GoPro Submissions
- Facilitated travel arrangements, organized production calendars for crew and talent

EDUCATION

University of Oregon, Eugene, OR | 2012 - 2015

Bachelor of Arts (BA) degree in Cinema Studies.