

Taylor Montalto

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QUALIFICATIONS SUMMARY

Film Production: Experience in projects, both corporate and non-profit, from pre- to post-production. Knowledge and experience using camera and lighting equipment. Experience in script writing, producing, and editing.

Technical Proficiencies: Adobe Acrobat, Adobe Bridge, Adobe Lightroom, Adobe Photoshop, Adobe Premiere Pro, Canva, Elevant, Eventive, Filmbot, Microsoft Office, Salesforce; Canon, Nikon, Panasonic, and Sony cameras.

Additional Strengths: Driven, hardworking, and passionate. Able to collaborate and work professionally with others. Possess communication and organizational skills to meet deadlines and successfully complete projects. Efficient in marketing and social media coordinating with sites including Facebook, Twitter, Instagram, Vimeo, and YouTube.

WORK EXPERIENCE

Floor Staff, The Independent Picture House, Charlotte, NC (Part-time) **June 2022 – Present**

- Manage cash drawer and assist customers with ticketing and concession needs.
- Responsible for training and mentoring new employees and maintaining appearance of cinema lobby, concession stand, and individual theaters.

Education Coordinator, Atlanta Film Society, Hybrid (Full-time) **February 2022 – Present**

- Tasked to work on logistical, operational, and informational coordinating of year-round educational programs, including but not limited to: Creative Conference during the Atlanta Film Festival, classes, workshops, and ATLFS' Eat, Drink & B-Indie monthly networking event, as well as developing educational outreach initiatives with past and new instructors.
- Create instructor/ panelist agreements, secure necessary facilities and equipment for programs, set up and provide backend support for classes, networking sessions, and educational events, work with other ATLFS/ ATLFF staff on ticketing, marketing, tech support, etc., and reconcile any bills, ensuring that final settlements are completed.

Senior Usher, Blumenthal Performing Arts, Charlotte, NC (Part-time) **June 2021 – Present**

- Oversee volunteer ushers and directly assist with any patron concerns both before and during shows.

Programming Director, Charlotte Film Festival, Charlotte, NC (Volunteer) **February 2020 – Present**

- Lead team of 50+ submission reviewers to screen and rate roughly 500 films for selection.
- Work directly with Festival Directors to plan and execute all aspects of five-day festival event.

Contracted Associate Producer, Creative Lab @McClatchy, Charlotte, NC (Contract) **June 2019 – November 2019**

- Helped producer coordinate interview questions and b-roll shots, ensuring all necessary footage was captured.
- Assisted crew with timecode notes at on-location shoots and organized sound bite selects for editor.

Volunteer Usher, Blumenthal Performing Arts, Charlotte, NC (Volunteer) **January 2019 – June 2021**

- Scanned tickers, directed patrons to their seats, and assisted with general event questions at all BPA theaters.

Programming Coordinator, Charlotte Film Festival, Charlotte, NC (Volunteer) **August 2018 – February 2020**

- Worked with selected filmmakers to prepare their individual films for screening at the festival.
- Assisted filmmakers and guests with questions/ concerns during the festival.

Production Assistant, Full Scale Productions, Charlotte, NC (Full-time) **January 2017 – March 2019**

- Aided team members on current and upcoming projects for various corporate and non-profit clients, including Food Lion, Collins Aerospace (formerly UTC Aerospace Systems), World Affairs Council of Charlotte, and Jewish Federation of Greater Charlotte.
- Assisted crew with equipment and timecode notes at in-studio and on-location shoots.
- Helped maintain workflow in office, including sending call sheets, taking notes during client meetings, and answering phone calls.

Submissions Reviewer, Charlotte Film Festival, Charlotte, NC (Volunteer) **September 2016 – Present**

- Screen and rate film submissions prior to the festival. Assist fellow volunteers of the festival with ticketing and ushering for various film screenings.

EDUCATION

University of North Carolina at Wilmington

May 2016

Bachelor of Arts, Film Studies | Journalism, *Magna Cum Laude*