

Chelsea Courtney

Freelance Producer

E: cncourtney@gmail.com

P: 732-539-0806

ABOUT

Accomplished producer with over 4 years of experience coordinating all aspects of production from concept to delivery. Skilled in research, deck creation, budget management, scheduling, and allocating resources to ensure projects meet deadlines and quality standards.

RELEVANT EXPERIENCE

Producer & Assistant Director	Freelance	March 2022-present
--	------------------	---------------------------

Serving roles across various areas of production for 20+ shoots. Leading all aspects from production management to final export. Creating and executing shooting schedules for clients while adhering to SAG and IATSE rules. Coordinating production recordings in front of a live audience. Maintaining professionalism and discretion working with A-list talent and C-suite executives. Selected highlights:

- Production Coordinator- Amika: The Protector (May 2026)- Supported Line Producer with bookings, shoot logistics, call sheets, and payroll for 3 day shoot with 60+ crew
- Stills Producer- Megan Thee Stallion "Lovegirl" Music Video (October 2025), shot by Cass Meyers
- AD- Valentino at Studio 54 (September 2025)- Ran 23 models, including VIP talent, through video and photo shoots while maintaining IATSE schedules
- Producer- Glass Beams Live at The Knockdown Center (June 2024)- Six camera set-up for an audience of 3000+

Production Coordinator	Proper Form Productions	Nov 2023 - Dec 2024
-------------------------------	--------------------------------	----------------------------

Manage schedules, crew assignments and production operations for the creation of social content for McCann New York and Craft. Effectively organize multiple overlapping projects and execute productions with precision and professionalism.

- Spots include: L'Oréal/NYX Duck Plump (Superbowl LVIII), Valero Benefit for Children at NYSE, HomeGoods Find & Tell with Danny Pellegrino, Lego x Fortnite at Rockefeller Center, and more

Producer & Coordinator	Eva Nosidam/Vayner Media	September 2025
-----------------------------------	---------------------------------	-----------------------

Freelance— Coordinating with various teams from production crew, account, and creative. Manage and submit wrap documents to ensure budget adherence and proper accounting.

- Spots include: Crown Royal Chocolate with Lisa Rinna

EDUCATION

University of the Arts- Bachelor of Fine Arts

2012-2015

SKILLS

Adobe Suite, Google Workspace, HotBudget, Microsoft Office, Movie Magic Budget & Scheduling, ShotLogic Scheduling

REFERENCES

Rachel Morgan- Warrior Queen, Line Producer- warriorqueeninc@gmail.com

Alex Holmes- Proper Form Productions, Line Producer- alex@properform.co

John Tanner- SnackShop TV, Producer/Director- john@snackshop.tv