

Margaret Hibbard

Remote Producer/Project Manager | Remoteworkmh@gmail.com | Savannah, GA | New York, NY

Corporate Media Experience:

May 2021 - December 2022

Producer/Creative Project Manager | Privcap, LLC (NDA) | Remote/NYC

- Created videos, podcasts, and live events for CEOs, Venture Capitalists, and top tier Private Equity firms.
- Built customized scope of work, timeline, and budgets for each project and creative process.
- Created meeting agendas and summaries to keep all teams and clients aligned.
- Used project management software to oversee multiple media projects simultaneously through all stages of production.
- Led design efforts to meet brand guidelines and create supplement materials like magazines, websites, and Keynotes for events with very tight deadlines.
- Scheduled and recorded over 100 C-Level executives interviews, presentations, and investment updates.
- Built a global network of freelance crews to ensure the highest quality product. (Example: Secured crews in China, India, and Europe.)
- Lead remote recordings and tech support for clients around the globe.
- Helped new employees adapt to a fast-paced environment and advocated to help during high-pressure situations.
- Deeply involved with onboarding new employees and creating process documents for training.
- Responsible for live event management and set design for corporate in-person events.
- Always helped teams with impossible tasks and solved problems quickly.

January 2022 - April 2022

Freelance Producer/Project Manager | Top 50 Private Equity Firm (NDA) | Remote/NYC

- Organized 3 high level film shoots in the client's New York office and manufacturing plant in Kentucky.
- Communicated with clients in meetings and emails to share updates and manage expectations.
- Oversaw the creation of 150+ custom animations and motion graphics from multiple designers.
- Consistently problem-solving through high-stakes issues and managed client expectations.

July 2021 - November 2021

Freelance Project Manager | Aerospace Transportation & Logistics (NDA) | Remote/NYC

- Recorded 2-hrs of content: (5) Portfolio/CEO case study videos, 75 minutes of executive presentations, bespoke motion graphics, and a remote fireside chat between the CEO and a former head of a major intelligence agency.
- Created and managed the master schedule for all shoots, presentations, and interviews.
- Earned the trust of a high-maintenance client and ensured that every step of the project was seamless.
- Found innovative ways to add production value and polish to camera setups and graphics.
- The final event was then simu-live streamed through a custom-built and managed website for classified executives and investors to view.

March 2021 - June 2021

Freelance Producer| Biotechnology Investment Firm (NDA)| Boston,MA

- Solely responsible for project management, production, post-production supervision, client communication, crew management, and talent direction.
- Supervised the creation of scientifically accurate motion graphics and animations for multiple videos.
- Coordinated remote and in-person shoots at clients' Boston, New York, and California offices.
- Acted as liaison between a challenging client and our creative team to ensure that everyone was on the same page throughout the project.

Production Experience:

January 2020 - April 2020

Set Dresser| I.A.T.S.E Local 491| HBO: Righteous Gemstones Season 2| Charleston,SC

(Production was shut down due to COVID-19)

- Supported Department head with budget tracking, scheduling crews, sending emails, and arranging travel.
- Created email updates to other teams on the department head's behalf.
- Packed, loaded, and transported set pieces out to multiple locations.
- Collaborated with Set Decorator, accounting for specific design factors outlined in the script.
- Worked with technical teams to incorporate construction, props, and other features.

March 2019 - August 2019

Set Dresser| I.A.T.S.E Local 491| HBO:Righteous Gemstones S1| Charleston, SC

- Helped build sets and design locations to match the scripts and prepare for shoot days.
- Collaborated with local vendors to procure set decor and furniture for each set.
- Completed intricate tasks on set and performed under challenging timelines.
- Kept key set decor and featured furniture maintained for the duration of production.

August 2018 - March 2019

Set Dresser/Buyer | I.A.T.S.E Local 491| NBC: "The Act: Season 1| Savannah, GA

- Oversaw and streamlined daily operations of purchasing set dressing to maximize crew productivity and maintain the department budget.
- Computed and created purchase orders, check requests, and petty cash to monitor spending, verify purchase requisitions and stay under budget.
- Tracked inventory shipments and prepared pick-up envelopes detailing item information.
- Collaborated with the Department Lead to ensure safe and efficient processes for all crew members.

April 2018 - July 2018

Executive Producer's Assistant| Poison Rose, LLC | Savannah, GA

- Worked as the Executive Producer's Personal Assistant for the filming of "The Poison Rose" feature film.
- Managed daily schedules for multiple high-level Hollywood producers.

- Took notes during meetings and shared summaries to keep all teams on track.
- Assisted Executive producer in all aspects of business and production operations.
- Managed high level documents like COI's, SAG contracts, and Union reports.
- Booked travel and lodging for A-List Actors (John Travolta, Brendan Fraiser, and Morgan Freeman.)

June 2014 | B.F.A Film Production | Savannah College Of Art And Design | Savannah, GA

Production Skills

- 10 Years of Production/On-set experience.
- Dedicated to working 12+ hour days and weekends.
- Comfortable supervising shoots and camera work.
- Knowledge of documentary style filmmaking
- Exceptional problem-solving skills under pressure.
- Excellent soft skills with C-Suite Executives and A-list actors.
- Experience directing inexperienced talent on camera.
- Post production management/Editing
- Live event planning

Technical Skills

- Google Suite
- AICP Budgets
- Movie Magic
- Adobe Creative Cloud Apps
- Sony FX 6
- Sony FX9
- Final Cut
- Slack
- Monday.com
- Click Up
- Zoom
- Dropbox
- Descript
- Microsoft Office Suite
- OpenReel
- Frame.io
- Vimeo
- Jira /WordPress
- Social Media Apps