

# Emily Rellis

## EMPLOYMENT

June 2017 - PRESENT

### FREELANCE PRODUCER + PROJECT COORDINATOR – Various Employers

- + Full credits available by request- select companies include: Lotus Pictures, Hogarth/Ogilvy, Point Seven Labs, Tinsel Design, 72andSunny, Refinery29, and many others.
- + Experience in leading client communication, assigning account teams, documenting client needs into pitch decks, interviewing subjects, story development, creating shot lists, media management, directing interstitial clips, booking crew, payroll management, and reconciling expenses into management trackers and budget software.

June 2016 - PRESENT

### EXECUTIVE PRODUCER– SheNYC Arts – SheLA Summer Theater Festival

- + Founding Board member of 501(c)(3) non-profit, producing 13 fully staged new plays and musical by women writers and composers.
- + Lead community outreach within each city - partnering with fellow non-profits, women's health organizations to provide inclusive performances for all patrons.

May 2017

### PRODUCTION COORDINATOR – Eastern TV– Love and Hip Hop New York: Season 7

- + Provided date entry and administrative support through reporting daily activities and reconciling department budgets.
- + Led staff of day-playing PA's, created call sheets, schedules, contact sheets, as well as "run of day" schedule for all talent featured on daily shoots.

March 2016

### PRODUCTION COORDINATOR – Rock Shrimp Productions – Beat Bobby Flay

- + Collaborated with PM's in creating project plans for episodic season and managing season talent tracker

November 2015

### PRODUCTION COORDINATOR – VH1 – The BIG in 2015 Awards, Various Development Pilots

- + Coordinated staffing of ENG crews, travel needs, show preparation, talent logistics, and shoot day operations for VH1 internal staff throughout NYC and LA.

September 2015

### FIELD PRODUCER – 247 LAUNDRY SERVICE

- + Supported internal accounts team on designing social media campaigns containing stills and short motion pieces.
- + Coordinated staffing of crew, shooters, PAs, travel needs, show preparation, talent logistics, and shoot day operations.

2013 – 2015

### PRODUCTION COORDINATOR – VIACOM - MTV Docs & Specials

- + SELECT SHOW CREDITS:

#### MTV

"Chatfish" (2015 series cycle)

"One Bad Choice" (2015 series cycle)

"My Super Sweet Sixteen's Most Wanted: Where Are They Now"

"True Life" (2015 series cycle)

#### LOGO TV

"Laverne Cox Presents: The T Word" – **2015 Emmy Winner**

2015 NEW, NOW, NEXT Awards

2012– 2013

### PRODUCTION ASSOCIATE – VIACOM - MTV Docs & Specials

## EDUCATION

2009 – 2012

### BACHELOR OF PHILOSOPHY, POLITICS, LAW & THEATER – Binghamton University

- + Spring 2012 – **Cum Laude**
- + Vice President– Delta Phi Epsilon Sorority, Epsilon Delta Chapter

## SKILLS

Fluency in Microsoft Office, Google Suite, Microsoft Outlook, Movie Magic Budgeting, Slack and MAC applications (Keynote, Pages, etc)

REFERENCES available upon request