

**BRIDGET GRONOTTE**  
**2416 Arthur Dr. Jeffersonville, IN 47130**  
**bridget.gronotte@gmail.com**  
**(812) 987-8542**

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**AWARDS AND MEMBERSHIPS**

- Emmy award winning Producer *The Friday Zone* (Unique Sports Ep.- season 11)
- Local 829-United Scenic Artist Union- member 2013-present

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**EMPLOYMENT OVERVIEW**

***Production Coordinator***

***Beauty Mark, LLC- Beauty Mark- Louisville, KY***

***(May 2016-July 2016)***

***Mom & Dad Productions- Mom & Dad- Louisville, KY***

***(July 2016-Present)***

- Oversaw all film production logistics including ordering equipment, staffing crew, monitoring employee timecard, and managing a team of 5 Production Assistants to meet all department needs
- Manage budgetary duties including PO, invoices, check requests, P-Card and Petty Cash
- Scheduled and monitored all vendor rentals insuring all needs from production and vendors are met within a strict deadline and budget
- Created and distributed production information including call sheets, schedules, production reports, work permits, SAG and DGA contracts, as well as clearance and certificates of insurance

***Art Department Coordinator/Property Coordinator***

***Eye Productions, INC.- Elementary, New York, NY***

***(July 2012-May 2016)***

- Develop and maintain 24 episodic budgets ranging from \$15,000-\$90,000.00 for an annual average of 1,500,000.00 per season
- Mediate between Art Department and vendors to insure a quality relationship and timely delivery of products
- Manage budgetary duties including PO, invoices, check requests, P-Card and Petty Cash
- Organize and monitor episodic scheduling, shipping logs, product placement, property clearance schedules, travel arrangements and crew time sheets
- Draft, Edit and coordinate all Clearance and Standards and Practices forms for Art Dept.

***WTIU Producer of Children's Programming***

***WTIU Public Television, Bloomington, IN***

***(June 2009-August 2011)***

- Producer for weekly half-hour Emmy awarding winning television show, *The Friday Zone*, geared for children between 7-12 years of age
- Managed a team of 16 editors, videographers, engineers and interns to insure quality programming from pre to post production
- Managed strict budget of \$35,000.00 per season
- Wrote 150+ segments and show scripts for the ninth and tenth show seasons
- Initiated and oversaw the mass marketing of digital and print media to expand the presence of PBS/WTIU in the community
- Orchestrate multiple public events, programs and projects within time lines and budgets; collaborate and communicate with partners, stakeholders, community, educational institutions and external evaluators
- On air promotions editor for WTIU/PBS local spots
- Responsible for overseeing from concept to completion, new/updated show website:
  - [Thefridayzone.org](http://Thefridayzone.org)

***Production Assistant***

***(August 2011-July 2012)***

***Focus Feature Films-Admission, Brooklyn, NY***

***Coen Brother's Film -Inside Llewyn Davis, Brooklyn, NY***

***NBC Universal-Bourne Legacy, Astoria, NY***

- Oversaw administrative duties including phones and messaging, filing, invoices and scheduling
- Supported Payroll, and helped maintain Construction and Art Department Budget
- Assisted in scheduling of crew, meetings, deliveries, purchase orders, and payroll.
- Assisted in travel including coordinating car service, flights in and out of the city, and crew travel from locations, and maintained strict monthly rental and clearance calendars.
- Sourced graphical assets, images, and material on a project-to-project basis to assist Key art department.

**EDUCATION**

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***Indiana University-Bloomington***

***(Received May 2008)***

- Bachelors of Arts in Telecommunications-Industry Management
- Minor in Business: Communications and Culture

**PROFICIENCY**

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- Promotional voice over work- Voice of *WTIU Kids* ***(May 2007-August 2010)***
- Ability to plan community workshops and events including Ready to Learn, and PBS Kids Club events
- Superior knowledge in Microsoft Office: Word, Excel, PowerPoint and Microsoft Suite
- Strong writing and communication skills, with ability to talk to individuals over multiple platforms.
- Expert Multi-tasker with strong ability to prioritize
- Proficient in: Photoshop, Avid Editing System, Final Cut Pro, Moveable Type, EZ News

**REFERENCES**

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Professional References available upon request.