

# Amy Hubbard

2508 Tecoma Drive ~ Knoxville, TN 37917  
(865) 414-1827 ~ amy.hubbard@rocketmail.com

## Objective

Seeking employment with a focus in media and communication services.

## Professional Experience:

### GIRLHOUSE PRODUCTIONS, 2010 – Present

#### *PRODUCTION FREELANCE:*

#### **WARNER BROTHERS**, October 2015

##### **Coat of Many Colors**

Production Office Coordinator (Knoxville)

Worked with the Unit Production Manager to acquire local crew and wrangle local talent for promo and open/close footage for the film.

#### **JUPITER ENTERTAINMENT**, July 2014 – ongoing

##### **Snapped: Killer Couples**

##### **Casting Director**, June 2015 – Present

Duties include casting all principal, secondary and background actors for the recreation scenes, submitting invoices through agencies for represented talent.

##### **Wardrobe Coordinator**, January 2015 – June 2015

Working with talent and crew to maintain a consistent and appropriate look for onscreen talent. Includes organizing and purchasing wardrobe to suit the needs of each episode.

##### **Locations Manager**, August 2014 – June 2015

Finding and securing locations for recreation scenes. This includes 4-8 locations per episode.

#### **LUSID MEDIA**, May 2015

##### **Key Wardrobe** - American Murder, True Crime Pilot

Working with talent and crew to maintain a consistent and appropriate look for onscreen talent.

#### **ATMOSPHERE PICTURES**, May 2015

##### **Producer** - HGTV, Handheld Technology – Promo shoot

Duties included casting, locations, hospitality, hiring crew and communication between HGTV and Atmosphere.

**NEST FEATURES**, October 2013 – June 2015

**Producer/Director - Prison Break-In**

Producing duties included hiring and management of all staff and elements associated with the film.

Establish and manage production budget.

Provide direct communication with the Executive Producers to create a film that is both financially and artistically viable.

Direct the action and intention of the film through pre-production, production and post-production.

Casting of all principal and secondary players.

***COMMUNICATIONS AND COMMUNITY ORGANIZING:***

**Madeline Rogero for Mayor 2011:**

Served as a campaign staff member, assisting with communications and special events. This position included organizing and supervising fundraisers, house parties, election party for the primary as well as general election.

Accompanying Mayor Rogero during debates, speaking engagements and other public events as needed.

**Market Square District Association 2010 - 2011:**

International Biscuit Festival 2010

Participated in event planning with a committee of approximately ten community leaders. Specific duties included overseeing the art competition, songwriting competition, books and film venue with special guest speakers, wrangling out of town artists and guests including their craft service and lodging, volunteer coordinator and primary contact for all marketing.

First Night Knoxville 2010/2011

Facilitated artist coordination and booking for over 140 artists in 14 venues including overnight food and lodging for 40 out of town artists.

Worked with venues regarding artist load-in, sound, lights, hospitality and any other artist requirements.

Assisted in social media promotions of the event.

Membership 2010-2011

Solicited businesses to participate in the work of the Market Square District Association and to promote downtown Knoxville.

Membership increased by over 65% in less than a year

**Sweet P's BBQ and Soulhouse:**

Booked weekly entertainment at Sweet P's and marketed the series. Organized the second Annual Smokin' Day Festival.

**EAST TENNESSEE PBS**, August 2012 – August 2014

### **Director of Community Engagement**

This position includes all special events and outreach opportunities for the station, in addition to grant writing on a project-by-project basis and assisting with any other needs of the station.

Highlights have included engagement projects with American Graduate and POV; directing a kid's based web initiative called Eco Investigators for PBS Learning Media; directing and producing East Tennessee MAKERS (a 30-minute documentary about 4 influential women in East Tennessee, producing March on Washington local initiatives with PBS Black Culture Connection, field producing the first season of A Fork In the Road with Chef Garrett and managing our station's activities when Antiques Roadshow came to town in July 2013.

### **GLOWING BODY, April 2008 – August 2011**

#### **General Manager**

Position was responsible for staffing and scheduling of cafe staff, desk staff and studio instructors. Other duties included marketing, special events in the studio and all merchandise. General Manager position became non-relevant in October 2009 as the company downsized. I continued to assist the owner with special events and marketing until the business sold.

### **ACTORS CO-OP, INC., 1997–2010**

#### **Founder and Executive Artistic Director**

Duties included:

#### **Administration**

Founded organization in 1997, responsible for development of company, board, staff and overall growth of the organization.

Responsible for hiring and managing office and production staff, production/season budgets and production/performance schedule.

Worked with the company in found space venues presenting 8-10 shows per season from 1997 until 2001. Primary producer in securing and working in these found space venues.

Secured the location and raised funds needed to renovate and move into the Black Box Theatre in 2001.

Primary representative for the Actors Co-op in the public eye, attending advocacy events on the local and state level. Responsible for follow-up communication with local and state legislators regarding arts advocacy and issues related to the good of the cause for the Actors Co-op.

Led the Co-op to receive over 80 nominations from the Knoxville Area Theatre Coalition, including awards for Best Play (TARTUFFE, ON GOLDEN POND),

Best Young People's Production (ALICE IN WONDERLAND, MOTHER HICKS), as well as numerous technical and acting awards (1997–2003). Led the Actors Co-op to receive "Best Theatre" in the Metro Pulse Reader's "Best of Knoxville" poll in 2009, 2008, 2007, 2006, 2005, 2004, 2002, 2001 and 2000.

### **Fundraising and sponsorship**

Primary grant writer for the Actors Co-op, securing grants beginning in 1997. Granting organizations include: National Endowment for the Arts, Tennessee Arts Commission, East Tennessee Foundation, Arts and Culture Alliance of Greater Knoxville, Target Foundation and Siemens Foundation. Supervised fundraising events including the Haunted Pie Social and the Lawn Party and Garden Auction. Secured in kind sponsorships from print, television and radio to promote season activities from 1997 to 2010.

### **Outreach**

Responsible for outreach touring productions with the main stage season and children's programming for underserved audiences. This included a tour to six Appalachian communities in Tennessee and Kentucky for productions of MEASURED IN LABOR: THE COAL CREEK PROJECT (2004) and ROMEO AND JULIET (2006) in primarily non-theatre venues. Addressed touring concerns such as sound, lighting, load in/strike and actor craft service/housing. Supervised local touring performances at the Public Defender's Community Law Office, area schools, senior citizen facilities, and bookstores.

### **Education**

Administrator, instructor, actor, director for the theatre component of Knoxville Institute for the Arts (KIA) through the Arts and Culture Alliance of Greater Knoxville. The Actors Co-op was responsible for the theatre component, which involved teaching residency creative drama classes during school hours. Actors Co-op would present a performance in the school at the completion of the residency.

Implemented actor training classes with summer "Boot Camp" which developed into year round classes for all ages known as the Actors Co-op Training Studio.

Planned and implemented the Actors Co-op High School Apprentice Company beginning in 2001. The Apprentice Company consisted of approximately twelve students interested in pursuing a career in theatre. The Actors Co-op provided workshop training throughout the season as well as performance and technical opportunities.

### **DEGA CATERING, 1993–1999**

Working with artists such as Bob Dylan, Paul Simon, Van Morrison, Joni Mitchell,

Dave Matthews Band and others.

**Second chef**

Worked with lead chef to establish and prepare daily menu. Responsible for morning grocery shopping in each location for daily requirements and working with local runner to provide needs as they presented themselves during the day.

**Dressing Room/Backstage/Bus set up**

Responsible for providing requests by artists and crew for dressing room, backstage and touring bus refreshments, décor and amenities.

**Dining Room set up**

Responsible for setting up dining area including décor, buffet needs, coffee case, drink station and dish area. Duties included training and working with local crew to keep area clean and restocked throughout the day and striking the dining area following dinner.

**Community Service**

Nourish Knoxville (Market Square Farmers' Market) Vice President, Board of Directors – 2013-2015

Sequoyah Elementary, PTA and Art Masters Docent

Bearden Middle School, PTA

West High School, PTSO

**Education**

B.F.A. program - Theatre/Dance, Western Kentucky University 1987-89

B.A. program - Theatre, University of Tennessee, 1990-92

**REFERENCES:**

Ross Bagwell, Sr.

865-584-2268

Bagwell Entertainment,

Nest Features

Nicole Rioux

865-680-7238

Account Executive

Willis

Chip Barry

865-384-7480

City of Knoxville,

Projects Manager