

# Sophie Byard

Linkedin.com/in/sophiebyard  
sophie.c.byard@gmail.com  
512.963.0235

## WORK EXPERIENCE

### Assistant Producer, Head of Distribution + Marketing

Arcos Films — Austin, TX — January 2020 - Present

- I assistant produce a new PBS series, researching topics, pre-interviewing guests, coordinating travel and hosting guests, managing media, organizing vendors and crew, and paper editing episodes.
- I lead digital marketing and distribution for both a documentary film's and a series' worldwide VOD, conference, and festival release through programming, email and ad campaigns, promotional material creation, and asset coordination with the post-production team.
- I review scripts and edits for a nationally televised series in its third season, coordinating transcripts, merchandise, and marketing assets.

### Content Relations + Acquisitions Coordinator

Tugg, Inc. — Austin, TX — July 2015 - Dec 2019

- I established key partnerships with filmmakers, distributors, and other industry partners to acquire content and take projects from contract negotiation through to theatrical and educational releases.
- I project managed by developing schedules, coordinating and verifying deliverables, and coordinating release strategy, reporting on key data points internally and to the content owner.

### Office + Development Assistant

Sierra / Affinity — Beverly Hills, CA — February 2013 - May 2013

- I created box office reports, press packets and releases, delivery materials, and festival grids.
- I covered executive assistants' desks and coordinated licensing agreements between project stakeholders.

## EDUCATION

### Biola University — Cinema & Media Arts

Screenwriting - Magna Cum Laude

## SKILLS

Microsoft Office, G-Suite, MailChimp, Asana, Jira, HTML, CSS, Adobe Photoshop, Illustrator, and Premiere Pro, ShotPut Pro.