

KATRINA STOVOLD

FACILITATING ARTISTIC VISION AND TECHNICAL EXCELLENCE

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PROFILE

A highly competent and entrepreneurial Production Coordinator who utilises extensive hands-on experience gained in media production, tech support, and content creation to track entity development, manage client expectations, and promptly resolve technical issues. A strong communicator and remote working advocate who builds positive, energetic relationships with team members to enhance cohesion, distribute feedback, and maximise efficient resource usage. Talented at investigating workflow issues to identify root cause and formulate workarounds that optimise asset delivery.

EDUCATION

MASTER OF ARTS,
DIGITAL ARTS AND HUMANITIES

UNIVERSITY COLLEGE CORK

ASSOCIATE OF APPLIED ARTS,
MULTIMEDIA

ART INSTITUTE OF SEATTLE

TECHNICAL SKILLS

COMMUNICATION: Zoom, Slack, MS Office

CREATIVE: Photoshop, After Effects

WEB: WordPress, HTML, Social Media

TECH / LOGISTICS: ftrack, SyncSketch, Notion

KIND WORDS

"She is organised, with a keen eye for clarity, consistency and graphics. She fully understands the importance of a brand and clear, friendly communication... We warmly recommend Katrina and would employ her again without hesitation."

- Solène Vermont, Treasurer, Open House Cork

RELEVANT EXPERIENCE

INDUSTRIAL LIGHT + MAGIC

Production Coordinator
ILM Commercial Productions

Coordinated dailies, wrote and distributed notes to animators and TDs, facilitated information sharing between departments, tested in-house Production Tracking System, and oversaw delivery of film to clients. Participated in production of multiple high budget projects from pre-production through filming and post.

Digital Plate Restoration Technician
Film Department

Inspected and digitally corrected flaws in scanned visual effects elements and background plates using proprietary software built in Irix OS. Projects included Star Wars: Episode 1, The Mummy, Wild Wild West, Sleepy Hollow, Space Cowboys, Snow Falling On Cedars, Jack Frost, The Perfect Storm, Sweet and Lowdown, Mission To Mars, Deep Blue Sea, and Galaxy Quest.

HUMAIN STUDIOS

Production Coordinator

Mobilised team members for expansion of company capabilities from facial rigging into animation. Spearheaded efforts to research, purchase, and integrate production tracking and asset management software suite. Facilitated communication between departments to expedite creation of animation pipeline. Interfaced with clients, assisted with animator interviews, analysed and integrated client materials, tracked workflow and deadlines, and distributed notes for dailies. Provided backup IT support and troubleshooting for virtual computers, user account management, and remote software installation.

WOMEN PRODUCING MEDIA

Event Producer

Successfully launched the first Women Producing Media symposium, a panel discussion about the opportunities and challenges faced by women who produce media. Hosted an intercollegiate screening of Necessity: Oil, Water & Climate Resistance with filmmaker, researcher, and visiting Fulbright professor Dr. Jan Haaken.

I.A.T.S.E. LOCAL 16

Stagehand

Installed and removed lighting and power systems on film sets, in local theatres, as well as in hotels and trade show venues. Worked as electrician, carpenter, and scenic painter, as required.

PROFESSIONAL EXPERIENCE

Cork Education and Training Board | Ireland

Media and Communications Tutor | 2019 – Present

Support skills development of students with learning disabilities at St. John's Central College by offering assistance with film, media, communications, and applied arts. Provide guidance on time management and organisation to focus study approach and facilitate learning outcomes. Develop bespoke lesson plans and toolkits for students based on needs, abilities, and interests.

- Organise one-hour Zoom classes and prepare lesson plans that align with student needs, stimulate discussion, and strengthen understanding of topics; research new versions of software platforms including Evernote, Google Calendars, Photoshop, MS Excel, and MS Access.
- Provide critical feedback on the technical and artistic merits of students' assignments, while offering support in a manner adapted to learners' strengths; empowering students to make decisions and acquire skills that will support their continued academic and professional growth.

Open House Cork | Ireland

Project Coordinator | 2019 – 2020

Collaborated with the event committee to plan, organise, and promote an annual architectural festival in Cork, Ireland. Evaluated project scope by liaising with the event committee through face-to-face meetings and asynchronous online communication channels.

- Created Slack workspace and oversaw training of committee members in its use; provided support for new users of online collaboration tools, including technical advice and netiquette.
- Curated content for social media platforms and redesigned marketing materials received from external agencies to align with brand messages, consolidating audio and video content to maximise engagement.
- Introduced accessibility category to make festival more inclusive. Interfaced with architects and designers to gather feedback on wheelchair-accessible buildings, updating interactive maps on the website for a dynamic user experience (WordPress, HTML, and CSS).
- Prepared content schedules for social media platforms and applied Photoshop skills to improve quality of images received to maintain brand consistency.
- Coordinated communication between architects and designers to register for safety briefs, insurance registration, and event scheduling.
- Oversaw time cards and pay rates of paid staff, ensuring that personnel hours and costs remained within budget.

Sudden OnSet

Digital Media Producer | 2013 - Present

Business registered to house digital media projects, academic writing, and freelance media management works. Current project is a limited series podcast produced for the Department of Foreign Affairs (recipient of the DFA's Communicating Europe Initiative grant).

Social Media Manager | 2016 - 2018

Advised a visual effects industry professional on social media technologies and strategies as they wrote a book and developed a film about the history of analogue and digital effects. Provided coaching and running of personally branded social media channels. Facilitated interviews with effects artists, VFX supervisors, and studio heads for development of subject matter.

MILITARY BACKGROUND

- U.S. MARINE CORPS: Marine Corps Integrated Maintenance Management Specialist (logistics) - Ft. Lewis, WA, USA
- U.S. NAVY RESERVE: Information System Technician - Oak Harbor, WA, USA
- U.S. NAVY (contractor): Support Desk Coordinator (Tier I & II) - Naples, Italy

Maintained Department of Defense Top Secret clearance throughout work with the Navy.