

RACHEL M KLEIN

76 St. Marks Ave # 2A Brooklyn, NY 11217 c: 614 288 0745 e: missklein@gmail.com

EXPERIENCE

April 2010 – Present : NYC

Production Coordinator at *Atlantic Television, Inc*

- + Discuss client's production goals and offer cost-effective, quality solutions.
- + Create budgets for small one day shoots to multi week television pilots and live webcasts.
- + Schedule freelancers and liaise with them on technical solutions.
- + Organize pre and post production activities such as location scouting and editing.

Sept 2009 – Feb 2010 : NYC

Studio Management / Production Assistant at *Ben Baker Photo*

- + Prepared call sheets, liaised with city for permits, compiled preshoot research and reference images.
- + Assisted on set with grip and production.
- + Involved in budgeting and post-production billing.
- + Performed daily studio management and organization.

Oct 2009 – Jan 2010 : NYC

Teaching Assistant at *International Center for Photography*

- + Provided guidance to high school students involved in a analog photography course.
- + Led technical demonstrations and assisted with film processing and printing workshops.
- + Advised students in the development of individual artists' portfolios and a final work presentation.

Jan 2005 – July 2009 : NYC

Technical Assistant at *NYU Department of Photography & Imaging*

- + Set up and maintained color and B/W darkrooms.
- + Facilitated equipment rentals.
- + Provided technical support for digital labs and ink-jet printers.

March 2009 – July 2009 : NYC

Intern at *Blind Spot Magazine*

- + Managed subscription database and mailings.
- + Archived magazine press and advertisements.
- + Helped with fundraising events and represented the magazine at several art fairs.

Jan 2009 – May 2009 : NYC

Co-Designer & Producer for *NYU Senior Photography Catalog*

- + Designed format, edited submissions and curated final order.
- + Prepared and packaged files, images and match prints for printer.
- + Online version can be seen at www.56pictures.com

EDUCATION

New York University – May 2009

- + BFA in Photography & Imaging and minor in German Language, Honors Scholar

SKILLS / HONORS

- + Knowledge of broadcast video and audio equipment. Competent in all still cameras (digital and film), lighting, scanning, retouching and printing digitally. Working knowledge of Apple and PC computers. Skilled in Microsoft Office, Quickbooks, Adobe Creative Suite, HTML and basic Final Cut Pro.
- + Departmental Leadership Award, New York University, May 2009
- + Tom Drysdale Production Fund \$1000 Award Recipient, New York University, October 2008

INTERESTS

- + Podcasts: WNYC Radiolab, Wait, Wait Don't Tell Me
- + Clubs: NYC Amateur Astronomers Club, WSF volunteer
- + Reading: Scientific American, The New Yorker
- + Activities: Crosswords, running, traveling
- + Video: Jeopardy, NOVA, TED Talks