

Jeri Rafter

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Education

2012 MFA in Media Arts - University of Montana
2005 BA in Communication Studies - University of Montana

Honors

Women In Film + Sundance Institute Female Filmmakers Initiative Fellow - 2015
Sundance Institute Creative Producer's Lab Fellow - 2014

Experience

Production Manager/Warm Springs Productions/Missoula, MT

October 2013-Present

- Knowledgeable in scheduling and organizing both reality and fictional narrative television shoots - (*Mountain Men, Log Cabin Living, Legends and Lies*, etc.)
- Formulated budgets and tracked costs. Proven record of establishing working relationships with crew, vendors and cast. Have on-the-ground experience in scouting locations, arranging contracts and generally overseeing pre-production and production to ensure efficiency throughout filming.

MFA Production Intensive Coordinator/Roxy Theatre/Missoula, MT

Volunteer since 2009 – MFA Production Intensive Coordinator since 2015

- Organized professional mentors and new students for on-set learning.
- Worked hand-in-hand with Montana Film Office to budget quarterly events, create branding, PR strategy and recruitment efforts.

Venue Manager/Big Sky Documentary Film Festival /Missoula, MT

Volunteer since 2009 – Venue Manager since 2013

- Managed hundreds of volunteers and additional venue managers to ensure a smooth guest experience for film festival attendees. Duties also included planning crowd control, introducing films and guiding special guests.
- Coordinated with festival programmers and director to schedule filmmaker Q&As and special events.

Freelance Film Crew / Montana / Portland, Oregon / New York City, New York

2011-2013

- Dynamic knowledge of film and television production from script to post. Hands-on experience with developing and writing scripts, casting and producing.
- Held various positions on feature films (*Skeleton Twins, . . . And So It Goes, Bella Vista, All the Wilderness*, etc.), television shows (*Blue Bloods*) and commercials (*GEICO, Ford, Google, Cheetos*) including Producer, Producer's Assistant, Travel Coordinator, Production Manager, Set Costumer and Casting Assistant.

Copywriter & Media Buyer/Spiker Communications/Missoula, MT

February 2010-May 2011

- Responsible for budgeted media buys. Tracked costs and monthly SEO reports. Experience with online advertisers and managing online advertising campaigns. Helped develop and write copy and concepts for travel, medical and financial clients.

Producer's Assistant/Fixed Point Films/Los Angeles, CA

September 2007-February 2008

- Acted as assistant to multiple producers and directors. Helped schedule travel, coordinate deal memos and worked with post-production accounting. Used extreme confidentiality with high level clients and served as office manager. Read scripts and wrote script coverage.

Junior Production Accountant & Web Writer/Team Jenn Corp. /Los Angeles, CA

October 2007-March 2015

- Aided in managing financial accounts for ad agencies, independent artists and web companies. Familiar with AccountEdge and other accounting software. Aided in writing checks, invoicing, receivables, payroll and filing.
- Wrote copy for the Team Jenn website, Team Jenn blog and social media outlets.

Account Coordinator/Wong, Doody, Crandall, Weiner/Los Angeles, CA

September 2006-October 2007

- Worked alongside account executives in managing relationships with clients.
- Helped devise strategy, managed account reporting, requested creative assets and aided in general