

Erika Jack

Telly Award-winning, Webby-nominated Line Producer and storyteller with over 15 years of experience delivering high-impact productions across live television, streaming, and global events. Produced live broadcasts, red carpets, studio shoots, and unscripted series for NBC, Paramount, and ABC—including the *Global Citizen Festival*, *MTV's VMAs*, and *What Would You Do?* Known for a calm command under pressure, blending creative leadership with operational excellence. Expertise spans budgeting, logistics, talent relations, and post-production workflows, with cross-functional team leadership across the U.S., Colombia, Spain, and Mexico. A trusted collaborator who brings culturally relevant stories to life—on time, on budget, and with heart.

EXPERIENCE

SATURDAY NIGHT LIVE 50th ANNIVERSARY - NBC – (Live)
Talent Relations - Feb 2025

JOAN RIVERS: A DEAD FUNNY ALL STAR TRIBUTE - NBC (Special)
Line Producer - Done and Dusty - Oct 2024

GLOBAL CITIZEN FESTIVAL 2024 - (Live)
Line Producer - Done and Dusty - Sep 2024

WHAT WOULD YOU DO? - Disney/ABC (Non-scripted)
Production Supervisor - Apr– Jul 2024

TEEN MOM REUNION (Colombia) - Paramount / MTV (Non-scripted)
Line Producer - 2024

ALL STAR SHORE (Colombia)- Paramount / MTV (Non-scripted)
Line Producer - 2023

EX ON THE BEACH (Spain) - Paramount / MTV (Non-scripted)
Line Producer - 2022

AUDIBLE - InHouse Productions (Commercial)
Production Manager - 2021, 2022 & 2023

HARTBEAT WEEKEND LAS VEGAS - Heartbeat Productions (Live)
Line Producer - 2023 & 2024

HIP HOP 50 - Fortress Entertainment (Live)
Line Producer - July 2023

BREAKOUT AWARDS - LiveOne (Live/Tape)
Line Producer - Dec 2023

SOCIAL GLOVES - LiveXLive (Live/Tape)
Production Manager - 2022

HAPPINESS FOR BEGINNERS - Netflix (Feature)
Health & Safety Manager - 2021

13: THE MUSICAL - Netflix (Feature)
Health & Safety Manager - 2021

THE BIG SHOT - HBO Max (Non-scripted)
Production Manager - 2021

VMA'S VIDEO MUSIC AWARDS - Viacom / MTV (Live)
Production Manager - 2019 & 2020

MOVIE & TV AWARDS Pre-Show - Viacom / MTV (Live)
Unit Manager - 2019

EUROPEAN MUSIC AWARDS (Spain) Viacom / MTV (Live)
Unit Manager - 2018 & 2019

SPRING BREAK CANCUN (Mexico) Viacom / MTV (Live)
Unit Manager - 2019

HIP HOP HONORS - Viacom / VH1 (Live)
Unit Manager - 2016 & 2018

TRAILBLAZER HONORS - Viacom / LOGO (Live)
Production Coordinator 2017 & 2018

DEAR MAMA - Viacom / VH1 (Live)
Production Coordinator 2016, 2017 & 2018

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SKILLS

Event & Production Oversight

- End-to-End Production Management (Live Events & Studio)
- Venue Operations & Run-of-Show Execution
- Scheduling, Staffing, and Logistics Coordination
- Crew Hiring & Management (Union/Non-Union)
- Talent Relations & Post-Production Supervision
- Vendor Sourcing, Negotiation & Coordination

Strategic Planning & Project Leadership

- Workflow Design & Process Optimization
- Cross-Functional Collaboration & Team Alignment
- Multitasking in High-Pressure Environments
- Deadline-Oriented Execution & Prioritization
- Event Policy Implementation & Compliance

Financial & Administrative Operations

- Budgeting & Cost Control (MMBudgeting, SWIM, ARIBA, SAP, Cashed)
- Payroll & Invoice Administration
- Legal Clearances, Permitting, and COI Management
- Contract Oversight & Compliance with Labor Regulations.

AWARDS

Telly Awards 2024 – Audible: Wild Imagination

- **Gold** – General: Social Media
- **Silver** – General: Comedy (Short or Episode)
- **People's Telly Silver** – General: Branded Content

LANGUAGES

Spanish & English