

Laurel Moskowitz

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Avail: NY/NJ/PA/LA

WORK EXPERIENCE

'THIS IS US' Season 2 – Season 6 (NBC/WDTVS), Los Angeles, CA **June, 2017 – June, 2022**

Associate Producer // Seasons 5 & 6

Coordinating Producer // Season 4

Assistant to Steve Beers (Co-EP / Line Producer) Seasons 2 & 3

- Tracked talent availability and handled all press & talent related requests for 17 series regulars
- Worked with Business Affairs, Producers, and Talent Reps on all movie/other project requests for talent
- Tracked guest cast availability with casting directors and AD's
- Tracked and helped schedule outstanding scenes and inserts
- Coordinated and managed press visits, EPKs, and season Gallery Shoots
- Coordinated and managed Roundtable After Shows for NBC Digital
- Helped implement COVID protocols with Producers, Studio, and Health & Safety Mangers
- Created & distributed the show's Production Calendar & Director's Schedule
- Tracked director prep & shoot days for Labor Relations
- Acted as a liaison between Producers and Department Heads
- Attended all production, concept, and department meetings
- Read all scripts and gave early creative problem solving suggestions to Line Producer

'UNDRESSED' Season 1 (MTV/Bunim Murray), Los Angeles, CA **April, 2017 – June, 2017**

Assistant Casting Coordinator

- Scouted talent on social media and Backstage Casting
- Pre-Screened applicants and scheduled interviews for three Casting Directors

CHELSEA PICTURES, Los Angeles, CA **February, 2016 – March, 2017**

Production Coordinator

- Placed holds on crew, equipment, and stages for commercial/branded shoots
- Coordinated the overall treatment process, along with designing treatments for directors myself
- Corresponded with the DGA and made sure union rules were being followed
- Liaised with freelance production teams and made sure Chelsea protocol was being met
- Compiled research for the Head of Production and assisted in the bidding process

VALHALLA ENTERTAINMENT, Los Angeles, CA **July, 2014 – February, 2016**

Assistant to Gale Anne Hurd (Founder & Owner/Producer/The Walking Dead, Fear the Walking Dead etc.)

- Arranged travel for various international and domestic trips, including trips to and from set, and press tours
- Tracked script submissions, updated script log, and coverage grid
- Read scripts for supervisor and submitted them for her to consider or wrote pass letters
- Helped raise funds and managed a successful Kickstarter

ICM PARTNERS, Los Angeles, CA **June, 2012 – July, 2014**

Assistant to Hrishi Desai (Television Literary)

- Composed submission letters and gathered material for executives and showrunners
- Arranged calendar and scheduled meetings for supervisor and his clients

Assistant to Lauren Williams (Television Talent)

- Composed submission letters and gathered material for casting directors and executives
- Made casting lists and submitted actors for guest star roles
- Arranged calendar and scheduled auditions for clients

EDUCATION

DREXEL UNIVERSITY, Philadelphia, PA (2012)

Bachelor of Science, Cum Laude

MAJOR: Television Industry and Enterprise, **MINOR:** Video Production and Business Administration

AWARDS: Ranked #6 in Drexel's 2014 Top 40 Undergrads Under the Age of 40.

ORGANIZATIONS

PGA, Women in Film