

Matthew S. Robinson

Los Angeles, CA

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PROFESSIONAL EXPERIENCE

Brackit LLC, Los Angeles, CA

Oct 2019 - May 2022

Head of Content - *Production, Streaming, Scripted Content, Unscripted Content, Live Events*

- Supervising all producers, hosts and related content staff
- Quality control and management
- Booking and management clients and guests
- Management of on set and remote productions and recordings
- Lead weekly production and content meetings
- Coordination with production, post-production and social media teams
- Coordination with finance, marketing and administrative departments
- Producing episodes and streaming content

Pepperdine University, Malibu, CA

Jan 2015 – 2019

Media Facilities Manager – *Communication Division – TV/Film/Radio – Production Manager*

- Manage and account the operational budget for the media production department. This includes; purchasing, accounting, managing vendors, allocating funds for curriculum and all related projects
- Assist the chief engineer and IT liaison with any related maintenance/upgrades to department
- Oversee and direct the student workers of camera/equipment rental and related operations
- Lead operations of television broadcast studio and all broadcast programming, original and syndicated
- Repair, maintain and purchase all relevant equipment for the department and subsequent programs
- Regulate after-hours access, coordinate with campus public safety on all related matters
- Manage students with troubleshooting pertaining to software, contracts, equipment and or hardware

Film • Video • Theatre, Los Angeles, CA

Spring 2012 – Current

Director

- Directed feature film “My Friend Violet” which closed North Hollywood CineFest (2016)
- Directed three plays for Hollywood Fringe Festival – “Politically Challenged” (2016), “Mary’s Medicine” (2017) & “BlackBalled: The rise and fall of negro league baseball” (2018)
- Directed “The Ethel Party” (2018), “Some Cheap Motel” (2019)
- Directed “Ingredients” for LACMA and Moving Arts Theatre

Writer

- Writer of feature film “Death Suspects a Murder” (2012)
- Writer of four plays for Hollywood Fringe Festival – “Olivia Wilde Does Not Survive The Apocalypse”, “Politically Challenged” (2016), “Mary’s Medicine” (2017) & “BlackBalled: The rise and fall of negro league baseball” (2018).

Producer/Production Management

- Winner “Best Comedy” at 2019 Hollywood Fringe Awards for “Olivia Wilde Does Not Survive The Apocalypse.”
 - Winner of the “Encore Producers’ Award” for my work on “Mary’s Medicine” & “BlackBalled”
 - Winner of the “Pick of the Fringe” award for production of “BlackBalled”
 - Producer of two feature films “Death Suspects a Murder” and “My Friend Violet”
 - Unit production manager on various short films, music videos and independent features
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ADDITIONAL SKILLS & EDUCATION

- Proficient in editing software: Adobe, Avid, Final Cut Pro, Vegas, Pinnacle, Motion and Resolve
- Proficient in movie magic, scheduling and budgeting. Familiar with Scenechronize
- Proficient in Microsoft Windows, Excel, Pages, 365, Word, Powerpoint, Photoshop, Outlook, Click Up
- Proficient with use of various server software and hardware interfaces including Terrablock, ISIS, Windows/Apple

Pepperdine University, Malibu, CA

Class of 2012

Bachelor of Arts in media production, Emphasis in political science