

# KEVYN FAIRCHILD

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New York, NY • kevyfairchild@gmail.com

## STRENGTHS

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- Proactive problem solver able to quickly adjust to changing priorities
- Comfortable working with high profile personalities with discretion and care
- Able to manage multiple projects with shifting priorities and deadlines
- Fast learner with an ability to adapt to emerging tools and technologies
- Customer service oriented with a focus on de-escalation and customer retention
- Adept at coordinating with multiple levels of management to achieve goals

## PODCASTING EXPERIENCE

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### ***On The Run NYC*** | Producer | 2020 - 2021

Political podcast hosted by two women of color running for New York City Council

- Worked with hosts on developing show concept
- Conduct research on possible show topics and guests
- Guest logistics, audio recording, editing, publish episodes to hosted platforms

### ***Beer Bourbon and a Movie*** | Producer | 2019 - Current)

Pop culture podcast featuring a review of a beer, a bourbon, and two movies

- Content contributor
- Audio recording, editing, and prepare files for publishing

### ***Produced By*** | Producer/Host | 2015 - 2017

Official podcast for the Producers Guild of America

- Worked closely with the Guild's Director of Communications to develop show concept
- Conduct research to identify show topics and guests
- Interviewed high profile guests in studio and on location
- Edited and published episodes to hosted platforms

## ADDITIONAL PROFESSIONAL EXPERIENCE

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### **Kevyn Fairchild Creative, Inc. (CEO)** | New York, NY | May 2018 - Current

Launched a project and production management services company focusing on non-profit and creative clients. Key clients and projects include:

- ***Staten Island Arts*** (Cinema Connex and Downtown FilmFest) - Lead project manager for an independent film screening series and a five-day film festival featuring work created by local filmmakers, successfully transitioned events from in-person to virtual events at the onset of the COVID-19 related shutdowns

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- **Charter School Growth Fund** (ECMO & Portfolio Retreats and Educational Convenings) - Managed educational conferences and convenings in multiple locations ranging in size from 20 to 400 attendees
- **Miraculi Entertainment** (GRAMMY In The Schools® Fest and Eddie Adams Workshop) - Coordinated production support for live segments in multiday livestreamed events that were a mix of live, live-to-tape, and pre-recorded content
- **Cartoon Collections** (Cartoonathons) - Provided production support for live streamed events featuring New Yorker cartoonists creating work based on event content

**Produced By: New York** | Registration and Content Manager | New York, NY | May 2014 - Oct 2016

- Managed registration and customer service for annual industry conference with 800 attendees, sponsors, speakers, press, volunteers, and guests
- Oversaw all production for conference interview room including hiring crews, booking talent, research/interviewing talent, managing post-production, and web delivery
- Detailed reporting and analysis of registration data including day-over-day, year-over-year, and other needs as requested
- Designed, developed, and managed conference and registration websites and all additional assets
- Worked closely with social media and marketing team to execute effective branded messaging to increase conference attendance

**Producers Guild of America** | New York, NY | Sep 2012 - May 2018

### Manager of Digital Initiatives

- Produced more than 90 hours of original digital content for the Producers Guild of America YouTube Channel and member exclusive website
- Created the Produced By Podcast, an interview based show designed to educate listeners about the roles of producers in film, television, and new media
- Developed and implement media management and archival practices
- Provided advanced audio/visual support for panels and other events
- Managed information systems and analysis including reporting, data management, and database development

### Manager of Membership

- Responsible for processing new member applications during a time that saw a record 300% increase in membership, a process that required making critical decisions after contacting applicant references, reviewing credits, and comparing them to stringent membership requirements

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- Provided customer service for members of the Guild including assisting with dues payments, website access, questions about policy, as well as the entertainment industry as a whole
- Represented the Guild at industry events, conferences, and other recruitment events
- Worked closely with Guild leadership in re-writing membership requirements to represent current industry trends more accurately
- Managed a team of interns and member volunteers on wide range of projects
- Responsible for departmental budgeting, expense tracking, and account reconciliation

### TECHNICAL SKILLS

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Airtable	FileMaker Pro (Designer)	Still photography
Adobe Creative Suite	Google Workspace	Slack
Audio production	Mac OS and Windows	Trello
CVent	Media management	Video production
Eventive	Microsoft Office	WordPress
Eventbrite	Monday.com	Zoom

### EDUCATION

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**MA Media Studies**, The New School

**BA Film Studies**, The University of Colorado