

Charity A. Thomas

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I am a highly motivated media professional who has worked with directors Barry Levinson, Spike Lee, Mark Romanek, Liz Friedlander, and Hype Williams on commercials, film and music video and brands such as Mastercard, State Farm Insurance, BP, R. Kelly, Jay Z, and HBO in NYC.

Freelance Art Department Coordinator

Oct 1999- Present

- Creating and managing budgets between \$40K-\$1M, planning, scheduling and reconciliation for the art department on commercials, film, and television.
- Recruiting, staffing and management of art department crew.
- Collaborative liaison between production management, production designers, locations managers, art directors, and others for budgetary and logistical requirements.
- Implementing financial monitoring systems; controlling production expenditures; overseeing payments; managing payroll and petty cash.
- Producing daily or weekly cost reports, as well as cost forecasts that evaluate the financial impact of any production changes.
- Researching and procurement of props, set dressing, and artwork using the internet, video archives, and other informational sources.
- Leading meetings with staff to discuss production progress and to ensure department objectives are attained.
- Managing diverse personalities in a fast-paced deadline and detail oriented environment.

Selected Television/Commercial Projects:

- “State Farm Insurance” • Spike Lee (Director) •Forty Acres and a Mule Filmworks (Prod. Co.) • Butch Robinson (Producer)
- BP Winter Olympics • Picture Farm
- ESPN “NFL Countdown” • Nick Cassavettes (Director) • Creative Film Management (Prod. Co) • James Kandanoff (Producer)
- “You Don’t Know Jack”• Barry Levinson • Royal Oak Films • Scott Ferguson
- “The Naked Brothers Band” • Polly Draper, Melanie Mayron • KidzHouse Entertainment/ Nickelodeon Network • Ken Keller
- “Miracles Boys” • Spike Lee, Ernest Dickerson, Bill Duke, Neema Barnette, LaVar Burton • RCN Entertainment/ MTV Networks • Leslie Farrell
- “Silent Library” • MTV Networks • Kym Franklin
- “Making the Band III” • Various • MTV Networks • Sue Langham

Freelance Production Manager/ Coordinator @ TVLand (Viacom) Feb 2002-Present

- Partnering with Producer/Directors and Senior Production staff from creative brief through post production for on and off air promos.
- Maintaining and assisting in creation of various project budgets, tracking costs and spending related to the projects.
- Hiring and management of 10-50 person production crew.
- Hiring and creating accounts with vendors and outside contractors.
- Created and supervised the post schedule for editing, voice over, and sound mixing.
- Supervising and performing administrative duties, such as preparing and distributing production books, call sheets and script copies, and arranging for rehearsal spaces.
- Negotiate contracts with crew & vendors, often in accordance with collective bargaining agreements.
- Managing and troubleshooting on-set both for location and on stages.
- Working with Finance on monthly accruals, reclasses, and discrepancies between budget and actuals. Managing invoice approval process.

Education

MA, Media Studies, New School University, NYC

BA, Radio/TV/Film, Howard University, Washington DC

Columbia University, NYC

Brooklyn Center for Media Education- Community Producer

Skills and Interests

- Creator/Host of Tell Me A Story-Monthly storytelling series at Bar Sepia (Brooklyn, NY);
- Microsoft Office Suite
- Adobe PhotoShop
- Premiere & Illustrator
- Macintosh
- iMovie
- PointZero
- Quicken
- Proficient with Panasonic AVCCAM and Canon EOD Rebel T3
- Familiar with Final Cut Pro X & ProTools, After Effects
- Volunteer Communications Mentor for Raw Fiction Magazine
- Avid Twitter, Tumblr, Facebook, Pinterest, Google Drive, Hootsuite, YouTube user