

EMILY TULLY

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Emerson College

B.A. Media Production

Minor in Marketing Communications

New York Women in Film and Television

New Waves Group Member

Skills & Certifications

InDesign
Premiere Pro
Photoshop
After Effects
Canon DSLR
Showbiz Budgeting
Wrike
Filemaker Pro
Sprout Social
Hootsuite
Mac & PC
Microsoft Office Suite
Google Drive
Nexonia
Event Planning & Management

PROJECT COORDINATOR

Mustache Agency | April 2021- Present

- Oversees resourcing, outreach, contracting, and onboarding of production and creative freelancers and vendors
- Tracks the spends-to-date of all agency projects and analyzes data for insights that can be used by the Integrated Production team
- Conducts project wrap surveys and creates summary decks for team reflection
- Supports the Integrated Production team on project initiatives

EXECUTIVE ASSISTANT/OFFICE PRODUCTION ASSISTANT

Mustache Agency | January 2019-March 2021

- Managed the day-to-day operations of the CEO and the Managing Director, including scheduling, expense reporting, booking travel, and other executive tasks as needed
- Assisted production team by coordinating with vendors and freelance talent, prepping deal memos, releases, and other production paperwork
- Maintained regular and continual upkeep of the company website
- Organized internal events, offsite retreats, and client facing parties of 200+ guests

EVENT ASSISTANT

Antiques Roadshow, WGBH | September 2017-June 2018

- Anticipated the needs of the Event Supervisor through the set up, duration, and break down of ANTIQUES ROADSHOW's Season 22 & 23 tour events in locations across the US
- Welcomed 2,800+ guests, processed their tickets, and maintained Front of House security while overseeing the flow of visitor traffic
- Supervised up to 10 volunteers at a time and assisted in volunteer training

VIDEO PRODUCTION INTERN

Shriners Hospitals for Children — Boston | January 2018-May 2018

- Crafted patient and hospital videos and posts for social media channels, the hospital's website, and internal educational purposes
- Processed consents and appearance releases for patients, employees, and volunteers
- Produced brochures, fliers, and promotional materials for development, fundraising, and special events

DIGITAL PRODUCTION INTERN

Frontline, WGBH | May 2017-August 2017

- Compiled research about innovative practices in the digital content industry, such as virtual reality technology and virtual reality film festivals
- Documented materials about fellow Emmy nominees, detailing facts and reviewing the productions

PRODUCTION INTERN

Antiques Roadshow, WGBH | January 2017-May 2017

- Cleaned, screened, and logged transcripts for upcoming broadcasts and entered database information about appraisals into FileMaker
- Supported the Production Coordinator with daily operations of the office, including responding to viewer mail and contacting guests via phone