

Katherine Bowman

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Work Experience

Casting Coordinator | **Central Casting** July 2015 – October 2019

- Booked background for 3-6 productions on a daily basis.
- Attended Production meetings and set visits; collaborated with directors, costume supervisors, and assistant directors about look of background for each episode.
- Coordinated with Assistant Directors on daily breakdown and advise on rates when necessary.
- Confirmed talent for avails and bookings and replaced last minute background additions or cancellations.
- Organized casting files and filed occurrence reports for set related issues; submitted cast clearance and taft-harley paperwork.

Executive Assistant | **WordTheatre** March. 2014 – April 2015

- Managed office move and set up; Overseer of scheduling and calendar management for events, meetings with board members, talent, event vendors, and new donors; transcribed notes during meetings.
- Coordinated domestic and international travel arrangements and managed daily itineraries.
- Hired, trained, and managed office interns; restocked office inventory.
- Completed scheduling and budgeting for monthly events and managed payroll and office expenses.
- Procured story rights and contract signatures from authors and talent.
- Set up ticket links and through website and marketing materials; created fliers and managed social media marketing for events; maintained and updated website.
- Booked venues and recruited event staff and volunteers; overseer of event set up and breakdown; talent and vendor liaison.

Casting Assistant | **Skirts Casting** June 2013 – Nov. 2013

- Compiled web research for talent scouting; Managed auditions on schedule.
- Confirmed talent for avails and bookings and organized casting files
- Covered reception desk and rolled calls; food and office supply runs and deliveries.

Casting Intern | **House Casting** May 2010 - Dec. 2010

- Managed auditions and set up director callback sessions; answered phones.
- Researched and confirmed talent for avails and bookings; submitted taft-harley paperwork.
- Designed casting signs on Photoshop; completed filing, faxing, and inventory management

Skills

Proficient in Microsoft Office Suite, Adobe Suite, Outlook, Google Documents, Movie Magic Scheduling and Budgeting, Final Draft, Photoshop, FileMaker Pro, Avid, Mac, PC, Casting Breakdowns. Versed in social media platforms such as YouTube, Twitter, Facebook, Instagram, LinkedIn etc.

Education

University of Southern California
B.A. Theater, Cinematic Arts Minor

GPA: 3.6 (*cum laude*)