

Susannah D'Arcy

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Live Event Producer/Television UPM (Producers Guild of America member)

Instrumental, seasoned and highly organized **Television Unit Production Manager** with 24+ years of extensive experience in leveraging strategic, creative & operational resources (internal & external) and contributing critical thinking that sets brand and program delivery apart from competitors. Highly adroit in overseeing multimillion dollar client relationship(s) with responsibility for budget and profit management, staffing, client satisfaction, prioritization of all deliverables and ensuring quality of work meets agency standards and client objectives. Adept at developing and implementing programs across functional groups and multiple agencies including leading team meetings, keeping and tracking timelines and project logs, and performing general project management. Skilled in sourcing and managing all aspects of live events from creative development through execution, including general session and breakouts, expo/tradeshows, exhibit, conference and meeting logistics, message & content, live & entertainment as well as sourcing and managing both US and international vendors.

Key initiatives across the career

At EEM, Longines Masters:

~ Generated new suppliers, save \$880K ~

~ Spearheaded all Union Relations saving hundreds of Dollars ~

~ Recognized for smoothest load in & load out ever in the US & ensured no animals were hurt during show ~

SKILL AREAS: Film Acquisitions ♦ Writing Requests for Proposal (RFPs) ♦ & Statements of Work (SOWs) ♦ Budgeting/Negotiation ♦ Legal & Contracts Fulfillment ♦ Contract Processes ♦ Schedules & Deadlines Contractor & Supplier Relations ♦ Sponsor Relations ♦ Resource Allocation ♦ Workflow Accounting ♦ Cash Flows ♦ Permits ♦ Sales Presentation ♦ Staff Hiring ♦ Venue selection & Site Surveys ♦ Microsoft Office ♦ CAD Reader ♦ Filemaker Pro ♦ Google Applications ♦ Dropbox ♦ Adobe Programs Production Logistics ♦ Leadership ♦ Articulate Communication ♦ Problem Resolution & Decision Making

PROFESSIONAL EXPERIENCE

FREELANCE/SELF-EMPLOYED, LOS ANGELES, CA (2011 – PRESENT)

Line Producer, Project Manager, and Production Liaison

Work as a freelancer on various projects.

- Manage every person, supplier and issue involved in the creation of each event; ensured timely, budget-conscious delivery of all projects.
- Wrap up all elements of project work up until the closing phase. Work on project pitches as needed.
- Schedule and direct the work of necessary talent and technical crew before and during actual production; supervised the visualization and picturization relating to television script.
- Prepare and administer budgets for assigned TV programs; maintained the studio in- cooperation with staff producer/directors.
- Take responsibility for using the materials and staff available to produce quality shows that can hold on to its present audience while attracting a significant number of viewers from competing stations.

EEM, LONGINES MASTERS, LONG BEACH, CA (2016 – JUNE 2017)

Line Producer

The Longines Masters series is renowned as one of the most prestigious equestrian events in the world.

- Aimed to always foster positive client and sponsor relations; developed SOWs, secured permits, and liaised with unions and city officials as needed.
- Traveled to Paris as Production Supervisor for Longines Masters Paris in December 2016; developed budgets, cash flows, production load-in schedules, logistics and timelines.
- Led hiring and vetting for suppliers; wrote RFP's; strategized & executed plans and adjusted as things change.
- Planned, oversaw and scheduled television production operations, and for the supervision and training of cinema/video-graphers, studio, and remote crews for mobile unit.
- Trained, scheduled and supervised work of studio/remote production personnel, videographers, and cinematographers, as assigned.

→ Planned specific aural and visual details, including set design, staging, camera shots and effects, to obtain the most effective presentation.

Projects:

- Generated new suppliers, save \$880K
- Spearheaded all Union Relations saving hundreds of Dollars
- Recognized for smoothest load in and load out ever in the US and ensured that no animals were hurt during show

GOALEN GROUP MEDIA – NATIONAL (2011 – 2016)

Freelance Line Producer, Stage Manager

Goalen Group Inc. is a live event design and production company in USA with over 30 years of industry experience.

- Developed budgets, cash flows, production load-in schedules, logistics and timelines; created style guides for show visuals and décor; wrote presentations for initial pitches.
- Led hiring and vetting for suppliers nationwide. Wrote show cues, assisted with show-calling as needed; worked directly with and staged: Chairman of Boeing, Senior VPs and other officials'.
- Assisted selected projects through all phases of production including creative development, pre-production, production/shooting, post-production, finishing/delivery.
- Served as the in-house branded content expert, casted and managed show talent as needed; built and understood budgets with the production management team.
- Worked with project manager, and scheduling manager to assure consistent and timely delivery of programming and digital content as required by the programming schedule.
- Suggested ways to improve, modify or evolve all components of the show, show production, social penetration, host development and audience experience.

Projects:

- Global Supplier Conference & Awards Dinner, April 2016, Seattle, WA
- Boeing Commercial Airlines Leadership Conference, February 2016, Seattle WA
- Boeing Air Space and Defense Senior Leadership Meeting January 2016, San Antonio, TX
- Go for Zero, Chairman of Boeing Safety Forum and Award show, October 2015, Chicago, IL
- Human Resource Leadership Forum, September 2015 Philadelphia, PA
- Suppler of the Year Gala and Award show April 2015, Chantilly, VA
- Boeing Air Space and Defense Senior Leadership Meeting 2015, Los Angeles, CA
- Human Resources Leadership Meeting, Gala 2014, San Antonio, TX
- Global Supplier Conference & Awards Show 2013, San Diego, CA
- Boeing Air Space and Defense Senior Leadership Meeting 2013, Phoenix, AZ
- Boeing Commercial Senior Leadership Meeting 2012-2015, Seattle, WA
- P.A.T.H.- "People Assisting the Homeless" Fundraiser (raised over \$1M) 2014, Hollywood, CA
- Chairman Safety Awards & Forum 2014, Chicago, IL
- Human Resources Leadership Meeting, Gala 2014, San Antonio, TX
- Global Supplier Conference & Awards Show 2013, San Diego, CA
- Boeing Air Space and Defense Senior Leadership Meeting 2013, Phoenix, AZ
- Boeing Commercial Senior Leadership Meeting 2012-2015, Seattle, WA
- Global Supplier Conference & Awards Show 2012, 2014, Chicago, IL
- Lufthansa - Airline Delivery & Award Show, 2012, Sales Pitch Awarded, Seattle, WA
- P.A.T.H.- "People Assisting the Homeless"- Fundraiser, 2012 Musical, Los Angeles, CA
- Air India - Airline Delivery & Award Show 2012, Sales Pitch Awarded, Everett, WA
- Boeing Air Space & Defense Senior Leadership Meeting 2012, 2014, Washington, DC
- ANA Airlines, First 787 Dreamliner Delivery & Award Ceremony 2011, Everett, WA

Licensed Agent and Partner

Total Spectrum Insurance, Tustin, CA (2004 – 2011)

Director of Acquisitions, Producers Representative

Entertainment Capital Group, Beverly Hills, CA (1998 – 2004)

Director of New Business, Film and Commercial Producer

Greenlight Communications Inc., Los Angeles CA and Montreal (1993 – 1997)

Film Studies

University of California-Los Angeles

Awards

Small Business of the Year Winner; Tustin Chamber of Commerce 2010 | **Small Business of the Year Winner**; Orange County Hispanic Chamber of Commerce 2011 | **Outstanding Ambassador, American**; Red Cross, 2009-2011

Television Series – Line Producer

Next Door with Katie Brown – 13 Episodes

What'Z UP – Disney Pilot

Letters to E.T. – Amblin Primetime TV Special

Taxi' – Primetime TV Special

Cheers Last Call – Primetime TV Special

Martha Stewart Living – 26 Episodes

Cooking with Della Reese - Pilot

IT Skills

Microsoft Office, PPT, Proposify, Cvent, Show Flo (show-calling)

Memberships

Producers Guild of America, Member

MPI So Cal Chapter

Long Beach CVB member