

# CHIARA M. RIVERA

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## **Post Producer**

*Mister Whisper*, April 2022-Current

*The Garcias*, Sept 2021-Mar 2022

*2<sup>nd</sup> Annual Ha Festival*, Dec 2021-Mar 2022

### Responsibilities:

- Managed all of POST duties
- Responsible for finding/setting up Vendors that best fit our Team
- Keeping show on track with weekly TWIP/Calendar and Budget updates in POST
- Supervised both Picture/Sound work and reviews with Executive Producers
- All credit matters; Guild related work and creating the credits
- Working with Marketing in conducting research for best target markets

## **Associate Producer**

*The Underground Railroad*, August 2018 – April 2021

*The Man in The High Castle*, February 2015 – September 2018

### Responsibilities:

- Managed our Dailies and Reels/Cards for filming- worked closely with Camera Dept.
- Set up Vendors and Editorial
- Set up New Office location for POST and Managed Office/Security
- Managed the new Protocols for Covid-19
- Created/Supervised Credits
- Completed NTWC's
- Managed Accounting and weekly budget tracker
- Managed Online and QC's
- Set up ADR for Director and Supervised ADR
- Supervised Color Sessions with DP and Director
- Supervised Reviews with DP and Editors
- Managed All Final Deliveries

## **Post Supervisor**

*The Man In The High Castle*, March 2015 - August 2015

*Jane The Virgin*, 2014 - 2015

### Responsibilities:

- Set up Vendors and Editorial
- Set up internal Calendars for workflow
- Did the NTWC for Writers and Worked closely with DGA
- Sat in with Executives during Editing process
- Supervised Color review with both DP and Executive Producers
- Supervised Online/VFX/Playback and Final QC sessions
- Supervised ADR, Mixes and Laybacks
- Managed Credits
- Managed accounting/budgets/Reuse Memos and weekly tracker
- Responsible for All Final deliveries both physical elements and paperwork

\*References available upon request