



Michele Barrett Hepburn

Producer | Associate Producer | Line Producer | Production Manager

EXPERIENCE INCLUDES

- Producing, managing and reconciling budgets
- Working with client and creative teams to develop content, visuals and deliver messaging
- Contracting crews and equipment
- Creating production schedules, contact lists, rundowns and call sheets
- Overseeing all logistics of meetings and video
- Coordinating talent contracts and schedules
- Management of crew pre-production and on site
- Handling on site expenses and production
- Storyboarding scripts
- Overseeing editing of video
- Overseeing creation and revision of scripts, graphics and print work
- Arranging and conducting client reviews and rehearsals
- Arranging of travel, hotel and per diem for crews
- Coordinating crew meals and breaks
- Overseeing additional Production Coordinators and Production Assistants
- Proficient in Word, Excel, Powerpoint and Keynote

FILM | VIDEO

PRODUCER

- | | | |
|---|--------------------------|-------------|
| • CONNECTED TO WIN: THE DIGITAL CONSUMER JOURNEY | Xperience | Industrial |
| • WHEN I NEED TO SMILE | Studio 600 Productions | Documentary |
| • VIDEO ROLL INS Lincoln Dealer Meeting | Xperience Communications | Industrial |
| • OPENING VIDEO Ford Dealer Meeting | Xperience Communciations | Industrial |
| • FORD – PRODUCTION AND CONCEPT CARS : 2006 NAIAS Public Days Video Wall Press Events | Presentation Works | Industrial |
| • JAGUAR HOT WEATHER TESTING: | FCN Europe | Industrial |
| • FORD FIESTA TESTING: FCN Europe | FCN Europe | Industrial |
| • VOLKSWAGON GLOVEBOX VIDEOS: | Utechniques | Industrial |
| • SATURN RIDE AND DRIVE OPEN: | Utechniques | Industrial |
| • AME SCHOLARSHIP FUND TRIBUTE | The Easterbrook Fund | |
| • SPRING MANAGEMENT MEETING BROADCASTS | Kmart | Industrial |

LINE PRODUCER

- | | | |
|--|--------------------------|-------------|
| • FORD INTRO SHOW Video Roll ins: | Xperience Communications | Industrial |
| • FORD AT THE CENTER OF AMERICAN LIFE : | Xperience Communications | Documentary |
| • FORD (BDC) BUSINESS DEVELOPMENT CENTER | Xperience Communications | Industrial |
| • BAND OF GOLD: THE INVICTUS STORY | Big City Films | Documentary |
| • REVISITING THE DREAM | Big City Films | Documentary |

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barrettheburn@outlook.com



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PRODUCTION MANAGER

- | | | |
|---|---------------------|------------------|
| • POLITICAL SPOT – DEMOCRATIC | Shooters Inc | Political Spot |
| • RAISING AN OLYMPIAN | Snackaholic | Documentary |
| • CHASE PERSONAL CLIENT | Serial Pictures | Commercial |
| • BRIDGE PROJECT POLITICAL SPOT | Studio 600 | Industrial |
| • SOMERSET YOU BELONG HERE | Shooters Inc | Commercial |
| • CHEVY COMMERCIAL SPOTS | Station Film | Commercial |
| • WNBA PUBLIC SERVICE ANNOUNCEMENT: | NBA Films | PSA - Commercial |
| • TRAVEL CHANNEL TRAVEL UPFRONT MEETING VIDEO | Concrete Pictures | Industrial |
| • CROSSOVER: | 360 Pictures | Feature |
| | Dribble Productions | |
| • PONTIAC GMC WALKAROUND VIDEOS: | Jack Morton | Industrial |
| • NAQOOYQATSI: Documentary : | Qatsi Productions | Documentary |
| • Production Manager-Detroit | | |
| • GREEKTOWN CASINO COMMERCIALS: | Generator Films | Commercial |
| • GM AZTEK : Press Reveal: | Jack Morton | Industrial |
| • THE MUSIC CHALLENGE: TV Promo: | Big City Films | Television |
| • LABORERS, CARPENTERS, OPERATING ENGINEERS : | Studio 600 | Commercial |
| • KMART DIVERSITY TRAINING VIDEOS : | Kmart | Industrial |
| • MICHAEL JACKSON – DON BARDEN: | Studio 600 | Commercial |
| Political Spots: | | |

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● LIVE EVENTS

PRODUCER

CONNECTED TO WIN BREAKOUT – FORD INTRO SHOW	Xperience	2016
SOCIAL SQUARE: FORD NAIAS	Imagination	2016
HENRY FORD HEALTH SYSTEM CHRISTMAS DINNER	Imagination	2015
GET YOUR HEART RACING	Imagination	2015
FORD NAIAS: INNOVATION PARK		2015
FORD NAIAS F-150 MOVING ASSEMBLY LINE <i>Assembly Line Producer and Robot Choreographer</i>	Imagination	2014
FORD DEALER SHOW	Xperience	2013 - 2016
FORD TRUCK MEDIA LOUNGE : NAIAS	Studio Creative	2013
GO FURTHER WITH FORD NIGHT	Xperience	2012
FUSION ENEGI PRESS REVEAL AT CES	Imagination	2012
2012 CAMARO MEDIA DRIVE	Aquila Productions	2011
FORD GLOBAL AUTO SHOWS	Imagination	2009-2010
2009 FORD MKT LAUNCH BROADCAST	Xperience Communications	2009
2008 GM STYLE EVENT	Clear!Blue	2008
2008 GM ENCORE RIDE AND DRIVE	Clear!Blue	2008
FORD E&G DEALER MEETING – Geneva Switzerland	Imagination	2008
BAND OF GOLD PREMIERE PARTY	Big City Films	1999

ASSOCIATE PRODUCER

FORD FDAF CHAIRMAN'S MEETING	Xperience	2001-2016
FORD TRENDS	Studio Creative	2014
FORD GREEN WEEK EVENT AND SHT.COM PREMIERE	Studio Creative	2012
2011 EXPLORER LAUNCH PRESS EVENT NYC	Studio Creative	2010
2010 FIESTA MOVEMENT PRESS EVENT	Studio Creative	2009
FORD INTRO SHOW Dealer Meeting:	Xperience Communications	2008 2007
NYC AUTO SHOW MERCEDES PRESS EVENT	Clear!Blue	2007
FORD KEY DEALER MANAGEMENT MEETINGS	Xperience Communications	2006
LINCOLN MERCURY DEALER ASSOCIATION MTG	Xperience Communications	2005 2004
FORD BUSINESS DEVELOPMENT CENTER MEETING	Xperience Communications	2004 2003
FORD DEALER ADVERTISING FUND CHAIRMAN'S MEETING	Xperience Communications	1999 - 2008
GM CONCEPT CAR PRESS EVENT: NAIAS	Jack Morton Worldwide	2003
GM LA AUTO SHOW: PRESS CONFERENCE	Jack Morton Worldwide	2000 - 2002
KMART MANAGEMENT CONFERENCE	Kmart	1998 - 2001
VISTEON WORLDWIDE LAUNCH: Frankfurt Germany:	The Patrick Wall Group	1997

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