

# AMY HARDING

amyharding15@gmail.com | (785) 577-5753 | www.amyharding.net | Longview, WA

---

**SUMMARY:** Creative professional with excellent people skills and the ability to develop and foster relations with various non-profit organizations and community leaders. Skilled videographer/editor, photographer and graphic designer with over ten years of experience working in community media and higher education.

## EXPERIENCE:

**Production Manager**  
**Access Framingham (Framingham, MA)**

**November 2022 - July 2024**

Oversaw and coordinated the station's field and studio productions from conception to completion. This included managing multiple concurrent projects, utilizing staff, members and interns. Supervised and mentored a pool of freelance and intern videographers/editors. Developed and implemented training programs and conducted workshops. Assisted with member and community productions. Also assisted in the day-to-day operations of the station, including managing social media and campaigns, scheduling programming for playback, maintaining/troubleshooting equipment and suggesting equipment purchases, training staff, and assisting the Director with hiring decisions, budgeting, and production/playback reporting.

**Audiovisual Equipment Technician I**  
**Quinsigamond Community College (Worcester, MA)**

**April 2019 - November 2022**

Provided video production and photography services for college event coverage and recruitment/marketing materials. Provided creative and technical guidance to department heads and maintained a production events calendar. Duties included special projects such as Police Academy promotional videos, coverage of awards ceremonies and graduations. Also worked with the Nursing School providing similar services such as lecture and accreditation videos, pinning ceremonies and graduations. Provided general technical/audiovisual support throughout the college to include equipment requisitioning and purchasing. Trained professors, co-workers and others on use of equipment and provided emergency equipment repair and troubleshooting. Performed audiovisual installation and proper wiring of facilities.

**Video Production Assistant**  
**Natick Pegasus Inc. (Natick, MA)**

**August 2018 - April 2019**

Assisted with the day-to-day operations of the station, including filming and editing local events to be broadcast on public access television. This included productions in the studio and in the field, such as recording and operating robotic cameras for live town government meetings, directing studio productions, filming live and tape delayed high school sports and presentations, event setup, editing various programs, and working with local community groups to produce videos that helped further their mission. I also managed the organization's Twitter account.

**Videographer / Editor / Graphic Designer / Webmaster**  
**Freelance (Massachusetts / Washington State)**

**September 2012 - March 2019**

**Senior Staffing Coordinator**  
**Employers Overload dba Bean's Personnel Service (Longview, WA)**

**May 2013 - September 2017**

Performed high volume, fast paced recruiting and placement services while providing excellent customer service to a diverse client base. Conducted interviews and reviewed applications to match job seekers with employers, coached/counseled all employees, and maintained personnel files and payroll. Also completed all necessary hiring paperwork and safety training, consulted with the owner on marketing strategies, developed and maintained relationships with local businesses looking for employment assistance, and attended industry meetings/functions to ensure the company was at the forefront at networking events.

**Multimedia Lab Intern  
Electronic Media at The Evergreen State College (Olympia, WA)**

**September 2011 - June 2012**

Supervised, maintained and taught college students in the Mac-based computer lab/editing facilities. Provided technical support, administered proficiency tests, created instructional materials and built production equipment for on-campus media facilities. Also worked on various studio and field productions, did post-production editing and provided research on how to improve the department's equipment and software. Coordinated crew for studio and field video shoots. Managed equipment and computer reservations, shift scheduling of student employees and the facilities website. Attended the National Association of Broadcasters (NAB) Conference to do research for equipment and post-production software acquisition. I worked in all aspects of the studio, including: master control, directing live productions, technical directing, lighting, audio, camera operation, teleprompter, set coordination, talent coordination, graphics and editing.

**Office Assistant / On-Air Radio Host  
KAOS Community Radio 89.3 FM (Olympia, WA)**

**January 2011 - June 2011**

Receptionist duties, created public service announcements, maintained the events calendar and Community Billboard, interacted with volunteers and hosts, helped with fundraising, created a video documentary about the station and hosted on-air radio shows.

**Production Assistant / Intern / Volunteer  
Community Access Television of Salina, Inc. (Salina, KS)**

**January 2008 - January 2010**

Coordinated public reservations for camera equipment and editing rooms. Assisted volunteers with post production editing questions, entered program proposals into the Cablecast system, and performed video transcription services, phone reception/filing, DVD duplication/archival, editing of shows, crewing live studio and field productions, and other tasks as requested.

---

**TECHNICAL EXPERIENCE:**

Mac OS and Windows, Cablecast and TelVue playback systems, Blackmagic/AJA systems, BrightEye Mitto Pro 2 Scan Converter, Adobe CC (InDesign, Photoshop, After Effects, Audition, Lightroom, Premiere), Final Cut Pro X, Audacity, Dragon Stop Motion, Extron/Crestron AV systems, Microsoft 365/Microsoft Teams, Zoom, Skype, Google/G-Suite, Open Office, Apple Remote Desktop, FileMaker Pro, Monday.com, Neon One CRM, WordPress, Social Media Applications (SocialBee, Canva, Facebook, LinkedIn, Twitter, Pinterest, Instagram, YouTube, Vimeo), Tascam/Zoom Digital Recorders, various microphones, audio mixing consoles (Allen & Heath, Yamaha, Mackie, Behringer), various graphics systems (New Blue, Harris Inscrubber), various camcorders, PTZ cameras, and DSLR photo/video cameras (JVC, Sony, Canon, Panasonic), Bolex H16 Camera, various video switchers (Broadcast Pix, JVC, Ross), NewTek 3Play Instant Replay System, Wacom drawing tablets, multi-line phone system, Clear-Com studio headsets, and various lighting kits/lighting boards, projectors/presentation systems.

---

<b>EDUCATION:</b>	Bachelor of Arts, Film & Media Studies The Evergreen State College Olympia, Washington	June 2012
<b>RECOGNITION:</b>	<b><i>A Clockwork Orange - Book Cover Redesign</i></b> Featured on Olympia Le-Tan's high-end French handbags Showcased on Britain's ShortList magazine website	2021 2012
<b>CERTIFICATIONS:</b>	Emerging Leaders Institute - Alliance for Community Media OSHA 10-Hour Construction & General Industry Extron Certified Control Specialist & A/V Associate	2023 2021 2020 - 2021