

Maria Astorga

Coordinator | Assistant Director
Los Angeles

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Professional summary

Coordinator and Assistant Director with 7+ years of experience, adept at harnessing on set coordination, project management, and cultural competency to revolutionize art and film projects. Through roles at multiple production companies, I have proven an unparalleled ability to pioneer digital engagement, concept development, and champion racial justice in the art sector. With a vision to utilize art as a catalyst for promoting diversity and inclusivity, poised to make groundbreaking contributions to creative teams dedicated to reshaping the world through visual storytelling.

Employment history

Freelance | Production

Mar 2017

- Spearheaded pre-production tasks including script breakdowns and location scouting for high-profile projects.
- Introduced digital systems for flawless project tracking, enhancing efficiency.
- Elevated team collaboration by 25% through strategic communication and coordination.
- Ensured a safe and productive work environment through effective crowd management.
- Improved production schedule adherence by 20% through meticulous planning and execution.
- Ensured unparalleled accuracy in production details, significantly reducing errors.
- Developed a novel approach to crowd management, ensuring safety and efficiency.
- Passionately led pre-production activities, setting a high standard for project excellence.
- Crafted detailed production reports, ensuring producers stayed informed.
- Championed a culture of continuous improvement, leading to higher project satisfaction.

The Broad | Sales And Service | Los Angeles, California

Aug 2023 - Mar 2024

- Engaged with museum visitors to enhance their appreciation of contemporary art.
- Assisted in merchandise selection, boosting sales and enhancing customer experience.
- Provided tailored recommendations, fostering a deeper connection to the art on display.
- Leveraged passion for art and expertise in sales to deliver exceptional service.
- Contributed to The Broad's commitment to artistic excellence, impacting visitor satisfaction.
- Elevated visitor engagement, ensuring a unique experience with each art interaction.
- Maintained high standards in customer service, focusing on visitor's needs and feedback.
- Fueled visitor's passion for contemporary art through insightful and engaging conversations.
- Provided personalized support, ensuring visitors find art pieces that resonate with them.

Art Melanated | Production Support | Los Angeles, California

Jul 2023 - Dec 2023

- Orchestrated high-stakes art installations, ensuring zero damage
- Revamped sales transactions, boosting customer satisfaction and efficiency
- Innovated sales strategies, resulting in increased gallery revenue
- Introduced a digital catalog system, improving artwork accessibility
- Optimized artwork storage protocols, preserving artwork condition and value
- Revolutionized client engagement via interactive art showcases, driving sales and participation.
- Provided comprehensive training for new staff, enhancing team efficiency and service quality.
- Enforced rigorous artwork authentication processes, ensuring the integrity and trust of our collections.
- Launched an artist collaboration program, expanding gallery diversity and reach.
- Refined lighting and display settings, amplifying artwork visual impact.

Skills

Project Coordination
Project Management
Creative Direction
Film Production
Event Planning
Oral Communication
Problem Solving
Logistics Management
Reporting & Analysis
Vendor Management
Budget Management
Feedback Integration
Cultural Competency
Customer Service
Hospitality
Adobe Creative Suite
Movie Magic
Microsoft Office
Google Workspace
Production Scheduling

Languages

English (*Experienced*)
Spanish (*Expert*)
Portuguese (*Beginner*)

Employment history

Creative Resilience | Event Coordinator | Los Angeles, California

Oct 2022 - Jan 2023

- Led the strategic planning and execution of art exhibitions, fostering a strong partnership with the gallery director and curator.
- Ensured the gallery's daily operations ran smoothly, prioritizing artwork presentation and protection.
- Swiftly addressed maintenance and security concerns, effectively coordinating with the facilities team.
- Organized and executed artist talks and opening receptions, managing all logistics with precision.
- Delivered a seamless and unforgettable experience for attendees by meticulously organizing event details.
- Boosted gallery visibility by pioneering innovative art exhibitions and events.
- Enhanced artwork security and maintenance, minimizing damage risks.

FutureFriends | First Assistant Director | Los Angeles, California

Jul 2022 - Jul 2022

- Orchestrated a detailed shooting schedule, enhancing logistics and budget efficiency.
- Synchronized art, camera, and costume departments, ensuring readiness of resources.
- Supervised the execution of the shooting plan, maintaining strict adherence to the schedule.
- Guided cast and crew, promoting clear communication and resolving conflicts.
- Elevated production efficiency through strategic coordination and problem-solving.
- Streamlined communication channels, reducing project delays.
- Led team to complete project under budget, enhancing production value.
- Introduced new scheduling system, cutting planning time by 30%.
- Fostered a team environment that accelerated problem-solving.

Vanity Fair | Assistant Director | Los Angeles, California

Apr 2022 - Apr 2022

- Assisted in the successful execution of a high-profile photoshoot, ensuring smooth operations and adherence to creative vision.
- Coordinated with the creative team and photographer to capture all necessary shots, demonstrating strong collaborative skills.
- Managed on-set logistics, including prop and wardrobe arrangement, showcasing attention to detail and organizational prowess.
- Adapted to time constraints and made necessary adjustments, highlighting problem-solving abilities and flexibility.
- Contributed to the realization of the desired vision and objectives, demonstrating a supportive and results-oriented approach.
- Facilitated creative discussions, fostering an environment of innovation.

Fusion Studios | Administrative Assistant | Orlando, Florida

Jul 2017 - Nov 2017

- Provided comprehensive administrative support, enhancing office efficiency and productivity.
- Coordinated video projects, ensuring timely delivery and client satisfaction.
- Managed and organized critical documents, facilitating easy access and improved workflow.
- Liaised with clients, gathering project requirements and addressing inquiries.
- Reviewed project materials for accuracy, ensuring high-quality deliverables.
- Streamlined office operations, enhancing project workflow & document management for videography team.
- Boosted team efficiency by optimizing appointment and video shoot schedules, facilitating on-time project delivery.

Education

Bachelor's Degree | Full Sail University | Orlando, Florida

Mar 2015 - Mar 2018

Film/Cinema/Video Studies

Cambridge English: First (FCE) | EF International Language Campuses | Oxford, England

Mar 2013 - Mar 2015

English

Internships

CH Media | Production Intern | Los Angeles, California

Jan 2018 - Jun 2024

The American Pavilion at the Cannes Film Festival | Event and Hospitality | Cannes, France

Mar 2017 - Mar 2017