

MELANIE DUKE

(858) 414 9128 melanieduke@gmail.com linkedin: melanie-duke

EXPERIENCE

DEVELOPMENT COORDINATOR

June 2023 - Present

Sony Pictures Animation | Culver City, CA

- Maintain show schedules in Excel and Google Sheets to track artist progress and assignment milestones
- Communicate hiring needs and show updates to development producers, artist management team and filmmakers
- Schedule and cover artist launches, check-ins and pitches to overhead departments

SCRIPT / STORY COORDINATOR

Feb 2020 - June 2023

Sony Pictures Animation | Culver City, CA

Project: "Spider-Man: Across the Spider-Verse"

- Supervised script department by maintaining an updated archive of sequence pages and working draft versions
- Tracked talent needs, dialogue, pickup requests and script changes in Shotgrid and Excel
- Prepared and distributed script pages for scratch sessions and talent recordings
- Steered in-person and virtual talent records while noting circle takes and communicating with the sound engineer
- Covered and took notes for story launches and director reviews along with edit and script sessions as needed
- Performed script conforms to storyboards and edit cuts
- Assisted managing a team of story artists adapting to a WFH-workflow and organized opportunities for team morale

STORY / EDITORIAL COORDINATOR

Aug 2019 - Feb 2020

Alcon Entertainment | Burbank, CA

Project: "Darkmouth"

- Assisted in the day to day running of departments and served as an interim production manager
- Worked with the Director and Head of Story to manage the show calendar and story artist schedules
- Took notes for story and edit launches, director reviews and sequence turnovers
- Prepared, maintained and distributed visdev reference, storyboards and sequence quicktimes as needed

CREATIVE / CONTENT COORDINATOR

April 2018 - Aug 2019

Twentieth Century Fox | Los Angeles, CA

Projects: "Spies in Disguise," "The Kid Who Would Be King," "The Art of Racing in the Rain," "The Call of the Wild"

- Managed incoming and outgoing Print and A/V materials including in-theater, outdoor, trailers, TV and digital content
- Coordinated feedback and facilitated delivery of assets to and from vendors, filmmakers and internal staff
- Tracked changes between cuts of A/V material and coordinated with downstream departments

EDUCATION

Chapman University | Orange, CA

2013 - 2017

BFA in Digital Arts, Art Direction Emphasis
Minor in Film Studies

Graduated Cum Laude

MENTORSHIPS

KIDSCREEN - Mentee in Next Wave: Diverse Voices Program

Nov 2020 - Dec 2020

WOMEN IN ANIMATION - Production Mentee in WIA Mentor Circles Program

July 2020 - Oct 2020

RISE UP ANIMATION - Creative Producing Mentee

July 2020

SOFTWARE

Adobe Acrobat Final Draft Flixi Google Workspace Microsoft Office Adobe Photoshop Shotgrid Zoom