

Rae Meyers

Associate Producer | Production Coordinator

Southwest | (928) 814-8882 | contact.raemeyers@gmail.com | raemeyers.com

Experience (Select Credits)

Q Stories – Associate Producer / In-House Producer / Remote & Field

January – June 2025 | Branded & Doc Shorts (Web, Social)

- Shaped narrative across multiple conservation-focused short docs through story outlining and scripting
- Sent selects, rough cuts, and edits via WeTransfer; organized drives and digital assets
- Scheduled pitch meetings, tracked script revisions, and facilitated internal reviews
- Led research and creative development in collaboration with clients
- Wrote interview questions and story treatments for doc and branded projects
- Edited video, audio, and photo content using Adobe Premiere Pro and Lightroom
- Produced social media cutdowns and deliverables for digital release
- Created string outs and selects from field and archival footage

Embers – Associate Producer

March 2025 – Present | Climate Documentary – Premiering in Banff | via Figment Films

- Contributed to structure and creative development of short-form climate doc
- Created storyboards, assisted in writing narration, interview questions, and drafted pitch materials
- Provided feedback via Frame.io; tracked timelines and pre-greenlight deliverables
- Researched story elements across social media, public databases, and interviews
- Cut and edited interviews into long-form content and short-form social assets; collaborated on marketing and distribution strategies to maximize reach and engagement

Hearing Australia – Associate Producer/Production Coordinator

September 2023 – June 2024 | Nonprofit Media (Web, Social, Print)

- Supported tech scouts, production schedules, and daily department coordination
- Coordinated multimedia production across video, photo, and editorial projects; supported tech scouts, production schedules, and daily department coordination
- Led story development for short-form video and social content through interviews, field research, and narrative scripting
- Developed and managed video and photography briefs for external stakeholders and partners
- Tracked budgets, organized paperwork, NDAs, and crew/talent communications for stills and motion projects
- Managed cross-functional planning with marketing, editorial, and social teams, increasing engagement by 277% across platforms

Impact Campaign – Cultural Accessibility in Healthcare (Hearing Australia)

September 2023 – June 2024 | Nonprofit Media (Web, Social, Print)

- Produced a research-driven campaign addressing language and cultural barriers in healthcare for Indigenous populations.
- Conducted in-depth interviews, reviewed scientific literature, and synthesized insights to guide content creation for healthcare providers.
- Developed storytelling assets and educational resources to support behavior change and culturally appropriate care.
- Acted as lead producer on strategy and creative execution, bridging research and multimedia content delivery.

We-Ko-Pa Casino Resort – Production Location Coordinator

August 2025 | Commercial + Content Repository

- Assisted with pre-production through tech scouting, creating maps, and aligning location logistics with shoot deliverables for stills and motion
- Oversaw equipment load-in, storage, and prep; coordinated PA's during setup and ensured readiness across departments.
- Managed talent scheduling and communication, including dietary restrictions and release forms; served as liaison between HMU/wardrobe, producers, and client team.
- Created and distributed daily call sheets; tracked schedules and kept production on time across multiple shoot days.
- Coordinated daily lunch orders, on-site location resets, and client reporting for producers.
- Handled W9s, contracts, and expense tracking; compiled wrap binder and organized receipts, payments, and equipment returns.
- Anticipated on-set needs, resolved issues quickly, and ensured smooth communication across all departments.

ALO x Kendall Jenner Campaign – Production + Location Coordinator

June 2025 | Branded (Web & Social) | Shot on location at Amangiri

- Scouted and prepped ultra-luxury desert locations; coordinated walk-throughs with department heads for motion and stills coverage
- Liaised with property managers and local stakeholders to ensure location readiness and compliance
- Managed crew movement, basecamp setup, crafty, and vendor coordination across multiple shoot days
- Served as on-site point of contact for high-profile client team; maintained confidentiality protocols while ensuring seamless daily execution
- Created call sheets, ROS, contact lists; supported production logistics from prep through wrap

Stetson Campaign – Production Coordinator

June 2025 | Commercial (Web, Print, Social) | via Ciaooomedia

- Oversaw casting logistics, crew travel, accommodations, and on-set communication
- Coordinated set and location moves; maintained real-time contact across departments to ensure timely execution
- Acted as liaison between talent, HMU/wardrobe, and production team, keeping daily operations on schedule and client-ready for stills and motion capture
- Supported creative execution for vertical and social-first content

Youth Ocean Carnival — Field Producer

June 2024 | Digital Campaign (Web & Social)

- Interviewed talent, managed shot lists, and coordinated on-site production logistics
- Delivered footage to post; handled crew and talent needs
- Served as the primary point of contact for crew and talent, managing on-site needs and ensuring smooth communication during production.

Skills & Tools

Google Suite · Airtable · Notion · Frame.io · WeTransfer · Story Development · Canva · Script Writing · Interview Planning · PO Tracking · Petty Cash Logs · Adobe Suite · Media Management · Call Sheets · Scheduling and Logistics · Budget Tracking · Research & Story Development · Social Media Content Planning & Cutdowns · Talent & Crew Coordination · Vendor & Client Communications · Location Scouting & Logistics Management