

JESSENIA M. INGRAM

PRODUCER & CREATIVE CONSULTANT

Detail-oriented creative collaborator with over six years of experience in entertainment production. Adept at managing logistics, coordinating talent, and ensuring seamless operations in fast-paced environments. Skilled in optimizing workflows, fostering collaboration, and delivering innovative solutions. Passionate about contributing to mission-driven and dynamic creative teams.

CONTACT

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Los Angeles, CA

EDUCATION

SPELMAN COLLEGE

B.A. Theatre & Performance
Management Minor
Summa Cum Laude
Delta Sigma Theta Sorority, Inc.
2015 - 2019

BRITISH AMERICAN DRAMA ACADEMY

Study Abroad
Oxford University
Summer 2017

SKILLS

Talent and Crew Coordination

Segment Producing

Project Management

Audio/Visual Support

Leadership

Community Engagement

On-Set Troubleshooting

Attention to Detail

Team Communication

Adaptability

Production Research

Google Suite

Microsoft Office 365

Monday.com

DIRECTOR OF EXPERIENCES

Gita Valley Eco Farm & Retreat Center - Port Royal, PA

November 2023 - November 2024

- Coordinated logistics for retreats with up to 150 attendees, ensuring smooth execution from setup to wrap-up.
- Optimized workflows to increase operational efficiency and guest satisfaction.
- Managed schedules, team coordination, and resource allocation for diverse events.
- Functioned as a creative consultant for branding and web design, resulting in a 250% increase in site traffic.

LICENSING MANAGER

T Street Enterprises - Dallas, TX (Remote)

September 2022 - Present

- Expanded licensing portfolio by increasing the number of licenses by 20% annually.
- Ensured compliance by managing licensing renewals and maintaining good standing.
- Streamlined processes to optimize operations, enhancing efficiency and communication across the team.
- Strengthened brand presence by collaborating with HBCUs and Divine 9 organizations, securing approvals for culturally significant collegiate apparel.

PRODUCER & SOUND ASSISTANT

Multiband Studios - Atlanta, GA

November 2021 - November 2023

- Coordinated artist contracts and team schedules, streamlining collaboration with local theaters and venues.
- Supported event production for nonprofit launches, contributing to planning and execution.
- Assisted with audio setups, signal flow, and sound design for various theatrical, film, and live event productions, ensuring technical readiness.
- Provided administrative support and participated in brainstorming sessions to improve operational strategies.

PRODUCER - STRIPPED BARE ARTS INCUBATOR

Synchronicity Theatre - Atlanta, GA

August 2021 - November 2023

- Led artist support for more than 75 local creatives, guiding them through development processes and facilitating post-performance talkbacks.
- Strategized outreach initiatives, increasing diversity and representation among applicants.
- Ensured seamless transitions between productions, addressing artist and venue needs.

AFFILIATED ORGANIZATIONS

Delta Sigma Theta Sorority, Inc.

Atlanta Music Project

Out of Hand Theater

IDEA ATL

FAVORITE QUOTE

"AND AS WE LET OUR OWN LIGHT SHINE, WE UNCONSCIOUSLY GIVE OTHER PEOPLE PERMISSION TO DO THE SAME."

- MARIANNE WILLIAMSON

PRODUCTION ASSISTANT

Cool, Cool, Cool Productions - Atlanta, GA

July 2021 - August 2022

- Supervised scripts, monitored set continuity, and assisted with set decoration to maintain production quality.
- Supported talent with on-set needs ensuring talent well-being and smooth filming operations.
- Assisted the director by managing on-set logistics, facilitating communication, and providing creative input when requested.

SPELMAN LEADERSHIP FELLOW

Alliance Theatre - Atlanta, GA

August 2018 - June 2021

- Produced and curated four series as Co-Artistic Director of the 2020-2021 Digital Season, employing over 100 artists, amplifying diverse voices and driving innovative virtual programming.
- Co-Producer of the 2021 Palefsky Collision Project, supporting the development of innovative, youth-driven theatre.
- Managed props, talent, and backstage operations during performances, ensuring smooth execution and adherence to production schedules.
- Communicated via headset with the crew to facilitate seamless show runs.
- Contributed to pre-production and rehearsal support, handling script changes and ensuring performers' readiness.
- Collaborated with senior staff to shape programming strategy and execute artistic vision.
- Assisted with casting for productions, including Maybe Happy Ending, A Christmas Carol, and Sweat.

CREATIVE PRODUCTION ASSISTANT

Tom Joyner Morning Show - Dallas, TX

May 2017 - June 2017

- Assisted the Executive Producer with adaptability and efficiency.
- Conducted in-depth production research to generate compelling show content, including topics, guests, and interview questions.
- Maintained clear and professional communication with talent to ensure their seamless integration into the show's format.
- Collaborated on social media campaigns to align with the show's vision and brand identity.

PRODUCTION ASSISTANT - DISH NATION

20th Television - Dallas, TX

May 2016

- Transported talent to set and ensured timely arrivals.
- Set up and maintained craft services to accommodate crew needs.
- Assisted the creative producer on set, supporting various production tasks.