

Joshua L. Roberts

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Professional Experience

Project Manager: Icon Health and Fitness

June 2019 – Present

- Coordinate all projects for Marketing, Content, and Social Media teams.
- Help bridge communications and scheduling between Creative, Production, Postproduction, Marketing, and Social Teams.
- Organize projects and tasks to maximize available resources and ensure that deadlines are met.
- Ensure assigned final content is delivered on time and on budget.
- Work directly with the VP of Marketing, Executive Producer and other leaders and managers in coordinating efforts and increasing efficiencies.
- Review contracts, invoices, and other important documents.
- Create film production processes for editing.
- Manage efficiencies in film production.
- Manage schedules, coordinate meetings, and take meeting minutes.
- Book flights, hotels, and other travel.

Lighting and Video Design Supervisor: Hale Centre Theatre

July 2017 – April 2019

- Supervise Lighting and Video Designers for on-time delivery of designs in a unique 360-degree immersive environment.
- Coordinate and negotiate contracts for guest designers and over-hire workers including; scope, compensation and scheduling.
- Manage lighting and video design budgets and oversee purchases.
- Oversee designers from concept through project implementation using Trello as a project management system.
- Maintain and facilitate collaboration of designers and production teams.
- Report to directors and producers on status and progress of designers.
- Create and implement a plan for a video department including maintenance schedules, inventory, job descriptions for full and part-time employees, wiring diagrams, and plans for future upgrades.
- Design large format video content for complex video systems to be used in a live performance setting.
- Design lighting for large-scale live performances using intricate lighting systems involving hundreds of moving lights and other intelligent fixtures.
- Design scenery and scenic elements for large shows involving large multifaceted automation systems by TAIT.
- Draft lighting and scenic designs using Vectorworks or AutoCAD including design plates, sectionals, and files for CNC.
- Program video content for shows on a gx1 or gx2 d3 Disguise Media Server.
- Request quotes, negotiate pricing, and maintain relationships with vendors.
- Supervise and train technical personnel on video equipment use and maintenance.
- Collaborate with other members of the design team to maintain director and producer vision for the scope of the projects.
- Oversee and help maintain and update content for a complex system of video displays for advertising purposes.

Freelance Designer

April 2012 – Present

- Design large format video content for complex video systems to be used in a live performance setting.
- Design video systems for live theatre in multiple venues including projector mapping systems and video walls.
- Negotiate with vendors and clients for video equipment needs.

- Design lighting for live performances in numerous venues and scales of systems.
- Design scenery and scenic elements for shows.
- Maintain budgets and oversee build crews.
- Negotiate contracts including compensation, deadlines, and scope of work.

Graduate Assistant: Utah State University

August 2014 - May 2017

- Taught undergraduates about theatrical design including being the instructor of record for Lighting 1- THEA 2540.
- Managed crews of undergraduate students for technical theatre positions including scheduling, training, and managing day-to-day tasks.

Material Management: Exelis

October 2013 - August 2014

- Oversaw the flow of aerospace material from receiving into storage including time and temperature sensitive material such as resin and carbon fiber.
- Managed the packaging and shipping of millions of dollars of confidential US Military aircraft parts to Boeing and Lockheed Martin.
- Received a certificate in the Basics of Supply Chain Management in the Six Sigma methodology of supply chain management.

Education and Certificates

Utah State University <i>MFA: Lighting, Video, and Scenic Design</i>	Logan, UT May 2017
Weber State University <i>Certificate: Basics of Supply Chain Management</i>	Ogden, UT July 2014
Brigham Young University <i>BA: Spanish Language</i>	Provo, UT Aug. 2013

Skills

- Managing projects and people in workflows and processes to meet deadlines
- Discernment of strengths, weakness, and needs of employees
- Freelance video editing work
- Video Producer experience
- Certified Spanish speaker on an advanced level
- Proficient in Microsoft Word, Excel, PowerPoint, Photoshop, TAIT Navigator NAV 103-Basic Navigator, After Effects, Premiere, CINEMA 4D, Maya, Octane, Red Shift, Vectorworks, AutoCAD, ETC EOS Family, Disguise (d3), Wrike