

MICHELLE KANTOR

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Bold, innovative, highly-skilled, multilingual professional with a passion for mission-based work, creative strategizing, and business development seeks to become a dynamic, intelligent high-value asset for a forward-thinking company with visionary goals.

Cinefemme – Founder / Executive Director / Program Manager / Marketing & Communications 2007-2025

Web www.cinefemme.net

- Operates successful 501-©(3) non-profit charitable organization for women filmmakers in entertainment industry
- Produced over 60 features, shorts, festivals and other projects through fiscal sponsorship: The first exclusively for women filmmakers outside NY
- Communicate and coordinate with dozens of staff, members, clients, various departments, and board of directors
- Operates fiscal sponsorship program, generates expense reports, drafts and executes contracts, oversees website
- Develop, establish, develop, administrate & staff [diverse slate of programs](#) including [Membership](#), [Fiscal Sponsorship](#), [Cinefemme Director's Collective](#)
- Oversees workflow between staff and projects, coordinating media, assets, and other needs from concept to completion
- Social Media Accounts: Management, branding strategies, digital asset creation, audience engagement and deployment
- Growth of followers and engagement on social media channels and via strategic marketing, communications, purchase, design and disbursement of promotional and marketing materials, informational pamphlets, press releases
- Designed and maintain website; Co-created a user friendly platform/ improved backend for easy member & program management
- Measure site engagement metrics in relation to income/fundraising goals and growth towards each program's mission
- Perform and oversee outreach between organization and prospective program partners, vendors and employers
- Create Cinefemme Student Award with cash prize for origin film school San Francisco State University
- Right / Left brain ability; Coordinates /communicates well between technical, creative, and administrative teams
- Perform complex analysis and create business reports that surface key learnings with new suggestions for new initiatives
- Developed membership launch, increasing revenue growth by 200% in 2 fiscal years through automated tech tools
- Handled marketing for press releases, social media, graphic design, copywriting, and crowdfunding campaigns
- Very strong written and verbal communications, digital +, computer skills (Excel, Word, PowerPoint, Premiere, Final Cut Pro)
- Leads creative meetings with key team members, prepares official organizational materials and correspondence
- Fosters and maintains strong relationships with veteran industry professionals, prospective members of all career levels, students, schools, academics, theaters, professionals, talent, key partners, studio executives, vendors, academic institutions, exhibitors and distributors
- Cultivates talent pool and database of filmmakers for direct pipeline to professional opportunities and platforms
- Draft and analyzes monthly, quarterly and annual financial reports in coordination with company accountants
- Brainstorm and draft proposals for organizational and program improvements based on success metrics
- Draft annual Impact Report based on program metrics, positive client feedback and impressive final results
- Excellent creative skills and calm demeanor with an exceptional ability to handle diverse personalities with ease

Petersen Automotive Museum – Education Department– Gallery Interpreter 2023-2025

- Learn 600 vehicle histories and rotating exhibit information for daily guest interpretation in museum galleries
- Provide tours and content development for school, museum-hour and private tours
- Excellent customer service and guest relations skills exceptional ability to handle diverse personalities and conflicts with ease
- Technical management and troubleshooting with video, electronic and AV responsibilities

Assertion Films – Producer – Casting & Research 2015-2021

- Produced research, outreach, and casting materials for fifteen unscripted “real people” national advertising campaigns (for clients BBDO and other agencies) for major brands, inc American Family Insurance’s “Dream Fearlessly” campaign starring JJ Watt, Kevin Durant, Derek Jeter, Jennifer Hudson
- Editorial work on casting reels, casting files, preinterviews, story development, messaging, and client pitches

Route 66 Road Ahead Partnership — *Grant Administrator* (Black Experiences Grant Program) 2022-23 Set up/facilitated program, PR, web design, press

Route 66 Women (Documentary Television Show, PBS)- *Producer / Camera Operator / Public Speaker* - funded by NPS, National Trust, AZ Humanities

- Extensive research, preinterviews, live interviews, BTS and b-roll shooting of documentary subjects over eight years in five US states along Route 66.
- Four state educational tour presenting docuseries materials and beta-testing Girl Scout educational curriculum developed with the Preserve 66 Grant Fund of the National Trust for Historic Preservation, Historic Route 66 Arizona, Route 66 Corridor Preservation Program and Road Ahead Partnership

RuPaul's Drag Race (Season 10) — *Associate Producer*- Including one live show event, of first-time Emmy-winning season for Best Reality Competition Show

RuPaul's Drag Con - *Producer / Camera Operator* - Live events, interviews, performances, panels and B-roll for World of Wonder

Red Star: River to Freedom (Feature Documentary Film) - *Executive Producer / Director*: Feature-length international documentary now in post-production

Shooter (Scripted Television Show, Paramount Pictures, USA Network) — *Director Shadow*

Teatro Zinzanni - *Producer*: Produced/shot/edited documentary videos of San Francisco-based live vaudeville cabaret show and performers reels/movies

Home Made Simple / OWN Network— *Casting Researcher / Editor*

Galaxy Confidential / LA Galaxy Soccer Team — Time Warner Deportes Network - *Television episode Director*

2307: Winter's Dream / Thorium 7 Films — Feature Film - *Production Coordinator*

NASA / "Inventing the Future" Children's Educational Films - *Production Manager*

ADG Excellence in Production Design Awards — *Producer* (on-camera interviewing of nominees)

Gay For Play Starring RuPaul / World of Wonder — *Talent Handler / Casting Researcher / Editor / Stand-In*

Vasquez, Estrada & Conway LLC — *Paralegal* 2005-2017

- Support and assist busy attorneys in high-pressure, fast-paced law office
- Demonstrate extremely diligent attention to detail, clerical accuracy, and efficiency with adherence to tight deadlines.
- Draft legal documents, create and maintain client database, heavy historical and architectural research & analysis
- Deposition summary, discovery work, client relations, trial prep, graphic design, discovery searches, document filing

SOCIAL MEDIA, CAMPAIGNS, MARKETING, FUNDRAISING, PR - *Branding, Strategy, Communications, Messaging, Design, Publicity*

Cinefemme. <https://www.instagram.com/cinefemme/> <https://cinefemme.net/> <https://www.facebook.com/profile.php?id=100064540005738>

Red Star https://www.facebook.com/therebelfilm?locale=eo_EO <https://seedandspark.com/fund/red-star#updates>

Assertion Films (BBDO etc.) <https://www.assertionfilms.com/casting-research-services>

EDUCATION

MFA (Cinema): San Francisco State University (3.92 GPA). **BFA** (Film Production) - University of Colorado, Boulder

SKILLS

Excellent Computer Skills, Final Cut Pro, Premiere, Music Files, Microsoft Word, Technical and Creative Writing, Screenwriting, Excel, PowerPoint, Sketching, Pitching, Storyboard, Concept Art, 110 WPM typing speed, Budgeting, Scheduling, Movie Magic, Photoshop, Adobe Illustrator, Creative Ideas, Photoshop, Editing, Script Coverage, Office Management, Secretarial, Contract Creation, Dictation, Transcription, DSLR & HD Videography, Portrait and Candid Photography, Social Media Management, Shareable Content Creation, Crowdfunding, Press Kits, PR, Database Management, International Production Coordinating, Travel, Fundraising, Sales, Corporate Development. Speaks French, Czech, Slovak, conversational Spanish

REFERENCES AVAILABLE UPON REQUEST