
JACQUELINE A. VILLEGAS

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PROFESSIONAL SUMMARY

Film and media professional with hands-on experience in professional film crews, fast-paced projects, and high-level productions. Adept at management, media coordination, and event support. Highly adaptable, comfortable taking initiative in leadership while following established procedures.

PROFESSIONAL EXPERIENCE

Venue Manager, 03/2024 - 03/2025

SXSW Film Festival – Austin, TX

- Managed front-of-house and volunteer operations for official SXSW screenings, totaling 56+ hours \
- Trained and supervised 25+ volunteers per shift in crowd control, guest flow, ADA accommodations, and time-sensitive screening protocols
- Served as a primary point of contact for filmmakers, guests, and production teams, ensuring a polished and professional event experience
- Maintained brand standards and represented SXSW in public-facing, high-traffic festival environments

Post Production Intern, 01/2026 - Current

Hi-Post TV – Austin, TX

Various Titles, 09/2021 - Current

Freelance Film Work – Austin, TX - El Paso, TX

- Supported talent-facing productions in assistant and coordination roles across television, commercial, and digital projects
- Selected credits include Paramount/Nickelodeon vertical series *Double Hearted* (2nd 2nd AD), PBS series *How Are We Today* (Set PA), and branded commercial campaigns
- Assisted with on-set logistics, schedules, and communication in high-pressure, media-visible environments

Production Intern, 08/2024 - 12/2024

Texas Crew Productions – Austin, TX

- Gained exposure to network meetings and development processes, strengthening understanding of media branding and audience-focused storytelling
- Collaborated on creative pitches and provided feedback on episodic content drafts
- Developed and presented an original series concept to executives, demonstrating communication and presentation skills

Media Production Intern, 01/2022 - 08/2023

Power At The Pass – El Paso, TX

- Created and managed digital content for Instagram and TikTok, contributing to brand visibility and audience engagement
- Attended media events and collaborated with creatives and business professionals to support publicity efforts
- Assisted with content creation, editing, transcription, and documentary projects

SKILLS & INTERESTS

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|------------------------------------|-----------------------------|
| • Videography/ photography | • Media & publicity support |
| • Content creation / Video editing | • Social media branding |
| • Professional communication | • Event coordination |

EDUCATION

BFA: Film & TV Production CURRENT

Texas State University - San Marcos, TX

LANGUAGES

Spanish



Full Professional

REFERENCES

- David Wells, DP, bookings@davidwellsdp.com, 903-271-5622
- Annie Silverstein, TXST film dept. head, xhz13@txstate.edu, 512-245-2147
- Richeler Aladin, TXST lecturer, Aladin@txstate.edu 512-574-4112