

# MEGAN BERCAW

Corpus Christi, TX (looking to relocate) • (361) 877-6148 • bercawmegan@gmail.com

## EXPERIENCE

### **NICKELODEON – Blaze and the Monster Machines S8-9, Super Duper Bunny League S1-2, Tiny Chef S2 - Thanksgiving Special, Sharkdog S1-3 (Netflix), Zokie Sparkleby S1, Hamsters of Hamsterdale S1, It's Pony S2, Bubble Guppies S5-6, and Butterbean's Café S1-2**

Line Producer (Development)

New York, NY / Nov. 2021 – Jan 2024

Production Manager

New York, NY / Jan. 2021 – Current

Unit Manager

New York, NY / Aug. 2019 – Dec. 2020

Coordinator

New York, NY / Nov. 2016 – July 2019

- Utilize Movie Magic to create internal production budgets. Produce monthly cost reports, oversee longform schedules, and manage cashflows to ensure that each show remains within budget and on target for key production dates
- Liaise between Producers and multiple vendor companies for all production needs while monitoring for any potential conflicts and report concerns
- Supervise and prioritize daily assignments for artists, coordinators, and assistants
- Draft contracts and approve payroll for writers, talent, staff, freelance employees, and vendors
- Coordinate between agents, voice over studios, and talent to book records; attend sessions
- Oversee final deliveries to the network and distribute to appropriate departments & SAG-AFTRA
- Edit video entries for awards (Emmy's, Annie's, etc.) and supervise the submission process

### **ITV – Pawn Stars S13, Start Talkin' with Scott Rogowsky S1, Twirl Life, & Tiny House Hunting S4**

Post Coordinator

New York, NY / June 2016 – Nov. 2016

- Supervised and assigned daily workload for Assistant Editors, Loaders, and Production Assistants to ensure content was delivered correctly and on schedule
- Created, updated, and distributed post production calendars and trackers
- Coordinated between field and office teams to receive footage in a timely manner
- Delivered episodes and paperwork based on different network specifications

### **MTV – Series Production, Post Production, & Asset Management**

Coordinator

New York, NY / Sept. 2013 – June 2016

Production Associate

New York, NY / Sept. 2013 – Apr. 2016

- Oversaw Pilot Presentation Screenings and acted as the network point person for all deliverables and distribution
- Managed all Scripted and Non-Scripted long form and short form content for Broadcast, Online, VOD, Press, and all other ancillary departments
- Screened episodes for quality control, confirmed proper file specs, and fixed any media errors to prepare for final delivery to be QC'd
- Controlled MTV's internal share site (MediaSilo) for every MTV production and network team
- Edited high resolution/broadcast quality media for multiple platforms
- Produced and edited pitches & sizzles for the Development and Casting & Talent departments
- Tracked post schedules to ensure all cuts, notes, and broadcast files were delivered on time
- Performed administrative duties for the Head of Post Production; including scheduling meetings, taking calls, and taking notes, as needed

### **Various Live Events/TV Shows/Films – Production Assistant**

- BravoCon (Bravoverse Stage) in Las Vegas, NV 2023 & 2025, Girl Code Live in New York, NY 2015, Austin TV Festival in Austin, TX 2013
- American Idol (auditions) in Austin, TX 2013, Bar Hunters in Corpus Christi, TX 2013
- Bad Turn Worse film in Taft, TX 2012

## SKILLS

- Finance systems: SAP, Ariba, Market, Concur, FileMaker Pro, and Movie Magic Budgeting
- Adobe: Premiere, Media Encoder, Photoshop, and Acrobat
- Working knowledge: Avid, After Effects, Final Draft, Asana, Airtable, Syncsketch, and Shotgrid
- Media share sites, Microsoft Office, and Google Suite