

Meghan Shay

Art/Film/Screenwriting

✉ meghan.shay17@gmail.com

📞 859-396-1241

📍 Austin, TX

WORK EXPERIENCE

Eaton Fine Art

Project Designer

04/2023 - 01/2025

Austin, TX

Curated, designed and project managed for hospitality art.

Achievements/Tasks

- Curated art programs for major hotel brands
- Designed art pieces for custom fabrication
- Oversaw logistical install specifications of artworks
- Sourced artists for licensing collaborations

FILM/AMAZON-I'm A Virgo

Set Dec Department Coordinator

02/2022 - 06/2022

New Orleans, LA

FILM/NETFLIX-Hypnotic

Props Department Buyer & Coordinator

08/2021 - 12/2021

Austin, TX

FILM/NETFLIX-Look Both Ways

Set Dec Department Coordinator

04/2021 - 08/2021

Austin, TX

FILM/NETFLIX-We Can Be Heroes

Props Department Buyer & Coordinator

2019

Austin, TX

Paul Bernhard Exhibit Design

Production Coordinator

2015 - 2019

Austin, TX

Reported on logistics for the firm's fabrication and designed projects for film and museums.

Achievements/Tasks

- Tracked fabrication timelines and troubleshoot conflicts
- Liaised with Design and Fabrication teams
- Compiled Bill of Materials on finished projects
- Oversaw cataloging and international shipping for museum assets

Penelope Dixon & Associates

Contracted Evaluator

2015 - 2018

Assessed and documented the condition and initial value of photographic archives with an emphasis on identifying printing techniques, vintage assets and iconic imagery.

Archives

- Bob Adelman - The Library of Congress - Washington, D.C.
- Elliott Erwitt - The Harry Ransom Center - Austin, TX
- Magnum - The Harry Ransom Center - Austin, TX

SKILLS

Screenwriting

DSLR Cameras

Directing/Producing

Photo Editing

Fine Art Curation

Photojournalism

Photoshop

InDesign

Fabrication Tracking

Vendor Coordinating

Budget Tracking

Clearance Tracking

Cataloging

SyncOnSet

Asset Hub

Cashet

INTERNSHIPS

Austin City Limits Live (2012 - 2013)

- Created digital marketing assets; House Photographer

Fullsteam Records (2010 - 2011)

- Assisted with production of live shows; House Photographer

EDUCATION

Western Kentucky University (2007 - 2010)

Bachelor of Arts in Photojournalism

WORKSHOPS

Script to Screen with Austin School of Film (2025)

TV Writers' Room with Jill Chamberlain (2020 & 2022)

The Screenplay with Jill Chamberlain (2019)