

STEPHANIE OSTBY

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Highly organized creative producer and operations leader with 15+ years of experience taking projects from concept through delivery, from documentaries and commercials to brand campaigns and live events. Experienced in building scalable workflows, aligning teams, managing resources, and delivering high-quality work on time and on budget.

Core Competencies

- Operational Efficiency & Timeline Management
- Stakeholder & Cross-Functional Collaboration
- Program Management & Project Management
- Workflow Management & Process Improvement
- Project Scheduling & Resource Planning
- Budgeting & Vendor Management
- Quality Control & Asset Delivery
- Startup Growth & Business Operations

Professional Experience

Producers United / Operations, Program Manager

OCTOBER 2024 - PRESENT / LOS ANGELES, CA

- Manage operations for a collective of 300 film and television producers, coordinating member engagement, events, and initiatives for a growing non-profit organization.
- Build and maintain scalable systems for member onboarding, communication, and collaboration, improving access to resources and strengthening impact across an expanding network.
- Support the planning, coordination, and execution of virtual and in-person events and activations, managing logistics and navigating evolving needs.

Shark Pig / Creative Operations, Project Manager, Production Supervisor

OCTOBER 2017 - SEPTEMBER 2024 / LOS ANGELES, CA

- Managed project intake, production planning, resource allocation, calendars, and delivery timelines across various marketing campaigns, documentaries, branded content, and commercial productions.
- Oversaw end-to-end creative workflows across dozens of projects for entertainment, nonprofit, and consumer brands, ensuring work was delivered on time, on budget, and to quality standards.
- Served as primary liaison between clients, creative teams, post-production vendors, and freelance talent.
- Managed vendor relationships, schedules, and budgets while translating creative objectives into actionable plans.
- Developed and implemented workflow, review, and quality-control processes that improved accountability, efficiency, and consistency across productions while adapting to dynamic trends.
- Mentored junior production staff, providing guidance on best practices, project execution, and asset delivery.

The BMP Film Co. / Director of Operations, Creative Producer

MAY 2009 - AUGUST 2017 / CHICAGO, IL

- Directed operations, project management, staffing, and business growth initiatives across multiple creative ventures under a shared production umbrella.
- Built scalable operational systems, resource planning processes, and workflow frameworks that supported year-over-year growth.
- Managed budgets, SOWs, vendor relationships, staffing plans, and production logistics across multiple businesses.
- Recruited, onboarded, and managed internal and freelance teams to support changing production and business needs.
- Implemented process improvements that increased efficiency and strengthened cross-functional collaboration.

Software Proficiencies

• Airtable • Asana • Notion • Adobe Suite • Frame.io • Pics.io • Google Workspace • Microsoft Office • AI Platforms • Wrike

Notable Projects

Selected work includes marketing campaigns, branded content, and documentaries that premiered at major festivals.

- *OpenTable - Various Marketing Campaigns* (2017-2023) - Production Manager, Creative Producer, Post Supervisor
- *Stand Up 2 Cancer - Annual Fundraising Campaigns* (2017-2023) - Production Manager, Producer, Post Supervisor
- *Counting Crows: Have You Seen Me Lately?* HBO Music Box (Tribeca 2025) - Production Manager, Producer, Editor
- *Melissa Etheridge: I'm Not Broken*, Paramount+ DocuSeries (Tribeca 2024) - Production Manager, Producer, Editor
- *Sheryl - Showtime Documentary* (SXSW 2022) - Production Manager, Media Manager