

STEPHANIE OSTBY

A: Los Angeles, CA P: (312) 523-7792 E: stephanie.ostby@gmail.com W: <https://www.stephostby.com/>

Creative operations and project management leader with 15+ years of experience overseeing branded, film, and television projects from intake through final delivery. Skilled at managing project workflows, production schedules, resource allocation, and cross-functional collaboration to ensure creative work is delivered on time, on budget, and to the highest quality standards. Proven track record building scalable processes, optimizing operational efficiency, and supporting creative teams in fast-paced environments.

Core Competencies

- Creative Studio Operations & Management
- Workflow Optimization & Process Development
- Project Scheduling & Resource Planning
- Cross-Functional Team Leadership
- Asset Organization & Delivery
- Production & Post-Production Management
- Budgeting & Vendor Management
- Quality Control & Creative Review Processes
- Stakeholder & Client Collaboration
- Startup Growth & Business Operations

Professional Experience

Producers United / Operations

OCTOBER 2024 - PRESENT / LOS ANGELES, CA

- Lead operations for a nonprofit of 300+ film/TV producers advocating for sustainable and equitable industry practices.
- Manage project calendars, operational workflows, communications, and onboarding processes to improve efficiency.
- Coordinate cross-functional initiatives and stakeholder engagement while supporting program execution.
- Implement operational improvements that streamline processes and support scalable growth.

Shark Pig / Creative Operations, Post-Production Supervisor

OCTOBER 2017 - MAY 2024 / LOS ANGELES, CA

- Managed project intake, scheduling, resource allocation, and delivery timelines across multiple concurrent branded, documentary, and commercial productions.
- Oversaw end-to-end creative workflows from kickoff through final delivery, ensuring alignment with project objectives, timelines, budgets, and quality standards.
- Coordinated internal teams, freelance talent, vendors, and external partners to support efficient project execution.
- Developed and implemented workflow, review, and quality-control processes that improved accountability and consistency.
- Consolidated stakeholder feedback, managed revision cycles, and facilitated communication between teams.
- Maintained project tracking systems, asset organization structures, and delivery documentation across active productions.

The BMP Film Co. / Director of Operations

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, vendor relationships, staffing plans, and production logistics across multiple business units.
- Recruited, onboarded, and managed internal teams and freelance talent to support changing production and business needs.
- Implemented process improvements that increased operational efficiency and strengthened cross-functional collaboration.

Founder / In-House Production Salon

- Founded and operated a dual-purpose salon serving both production professionals and the general public.
- Managed business operations, staffing, scheduling, vendor relationships, budgeting, and customer experience.
- Built operational systems and service workflows that enabled long-term business growth and expansion.

Notable Projects

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

Software Proficiencies

Asana • Airtable • Adobe Creative Suite • Frame.io • Google Suite • Microsoft Office • Monday.com • Wix • Wordpress