

MOLLY MERWIN

AUDIO COORDINATOR AND PRODUCER

Production professional combining audio production expertise, professional acting experience, and corporate marketing - offering a unique perspective on both talent needs and business operations in full-cast audio productions. Demonstrated success in managing complex multi-stakeholder projects and logistics, with a proven ability to bridge creative and administrative demands while maintaining timeline-driven deliverables.

AUDIO EXPERIENCE

Freelance Audio Coordinator & Producer

April 2020 - Current

October 2021 - March 2023 - career break due to maternity leave



- Consult on vision and direction for show
- Pitch & contribute ideas for future topics
- Edit audio using Descript
- Coaching and directing during recordings
- Due to launch in November 2024



- Created & developed a six-part documentary series from conception to launch
- Main point of contact for the series
- Managed freelance script consultant and composer to keep tight deadlines
- Researched, booked, and interviewed 15 contributors, including high-profile and political figures
- Scripted and presented narration
- Edit episodes using Adobe Audition & Descript



- Co-creator and host
- Edited audio using Audacity and GarageBand
- Facilitate discussions around creative direction
- Pitched and contributed ideas for future shows
- Sourced, booked, and scheduled guests
- Technical point person
- Placed in the top 25% in the comedy category within the first week of release during the second & third seasons.



- Worked with client to identify promotional needs and vision
- Created social media assets and promotional strategies to increase audience engagement.

Host & Editor at Bras Off on Women's Radio Station

December 2017 - September 2018



- Sourced, scheduled, and conducted guest interviews in and out of studio.
- Interviewed high-profile guests such as Baroness Jane Campbell, activist Helen Pankhurst, & filmmaker Alexandra Dean.
- Wrote and edited stories and interviews.
- Weekly reach of over 150,000 listeners.

INFORMATION

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American & British Citizenship

SKILLS & STRENGTHS

Adobe Audition

Audacity

Descript

Slack

Canva

Trello

Project Management

Series Development

Team Coordination

Team Collaboration

EDUCATION

Academy of Live and Recorded Arts (ALRA)

MA, Acting with Distinction

December 2019

Clayton State University

BA, Communication and

Media Studies

May 2006

PROJECT EXPERIENCE

Freelance Facilitator

July 2016 - October 2021

- Led participant-centred discussions on various topics such as team building, anti-racism, and diversity and inclusion for FTSE 250 organisations, non-profits, and youth organisations.
- Prepared and coordinated curriculum.
- Organised in-house, off-site, and online activities.
- Conflict resolution among participants.

Associate Producer for Dangerous Giant Animals, Edinburgh Fringe Festival

May 2018 – September 2018

- Coordinated all activities between the artist, venue, and production team to meet tight deadlines.
- Main point of contact during the festival
- Coordinated with publicists for awards and reviews.
- Coordinated production logistics.

Notable Achievement: The show won the inaugural Sit-up Award for theatre, making a social impact on the community.

Youth Programme Project Lead for the Wellcome Collection, London

December 2017 - March 2018

- Organised, planned, and delivered a nine-day program of improv comedy activities for youth 14-17.
- Main point of contact for project
- Managed and coordinated other teachers and acted as the Point of Contact for the project.
- Worked within the client's budget to deliver the project within tight timelines.

Lead Producer for Slapdash International Improv Festival, London

February 2017 – January 2018

- Led Coordination for the seven-day festival of improvised theatre workshops and three nights of shows with over 30 performers from 7 countries.
- Served as the primary point of contact for all stakeholders, including internal teams, participants, and attendees.
- Managed budget, including negotiating fees for headline acts and international participants.

CORPORATE EXPERIENCE

Professional Proposal Specialist at MWH (Now Stantec), Denver, CO

September 2014 - June 2015

Achieved a 70% win rate on submitted proposals for an engineering firm, securing projects valued from \$750,000 to \$250 million across the US. Consistently delivered high-quality proposals under shifting, tight deadlines.

Marketing Communications Consultant at Acute Marketing, Denver, CO

March 2012 - August 2014

Worked with small businesses, including production companies, to plan and implement marketing campaigns. Helped a local client win the prestigious Top of the Town award through effective marketing and PR strategies.

Account Manager at Veredus Corporation, Atlanta, GA

June 2010 - March 2012

Worked with small and Fortune 500 companies to source technical talent within client budgets and timelines.

Marketing Manager at The Epstein Group, Atlanta, GA

February 2009 - June 2010

Worked within tight deadlines and budgets to create marketing collateral and proposals for architecture projects from \$500,000 to \$2.5 Million.