

IAN C. GERRARD

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EDUCATION:

- Wesleyan University**, Middletown CT (Sept '87 – June '91)
B.A. with Honors in Film Studies — Winner of the 1991 Frank Capra Prize for best Wesleyan student film.
- Per Brahe Gymnasiet**, Jönköping, Sweden (Aug '86 – June '87)
- The Lakeside School**, Seattle WA (Sept '82 – June '86)
National Merit Scholar

PROFESSIONAL AND WORK EXPERIENCE:

- Sedge Thomson's West Coast Live**, San Francisco CA (Sept '97 – Sept '00)
PRODUCER
- Oversaw all aspects of production for an internationally syndicated weekly public radio variety show.
 - Arranged different production venue for each week's live show and coordinated with onsite staff.
 - Booked guests and provided host with background research on performers for interviews.
 - Liaison between engineering personnel and performers; arranged for all technical needs.
 - Assigned tasks to and recruited volunteers for a rotating crew of 25 on Saturday (production) mornings.
 - Generated and administered budgets for remote broadcasts; negotiated pay scales for engineering staff.
 - Produced live shows and managed production tours in Northern California, Alaska and Canada, coordinating travel and accommodation for both performers and a rotating crew of 25.
 - Negotiated and drafted contracts and broadcast agreements for affiliate stations.
 - Lead marketing team, developed sales materials, located and pitched potential underwriters, creating promotional campaigns for underwriting clients once signed.
 - Raised 3/4 of production costs over tenure with show.
- "Expiration Date,"** Seattle, WA (Roadkill Productions) (Dec '04 – Feb '05)
PRODUCTION ASSISTANT
- Set and office PA for locally produced independent movie directed by Rick Stevenson.
- Bumbershoot**, Seattle WA (One Reel Productions) (2002 – 2005)
- 2002: Production/construction volunteer from day one of set-up to breakdown of the festival.
 - 2003 – 2005: Stadium runner for mainstage productions.
- Town Hall**, Seattle WA (Sept '02 – March '04)
EVENT MANAGER
- On-site coordinator/staff member/troubleshooter for concerts and events at a 900 seat multi-use venue.
- The Dance Along Nutcracker**, San Francisco CA (Falls 2001 – 2005)
PRODUCTION COORDINATOR / TECHNICAL DIRECTOR
- Technical liaison between event production team and Yerba Buena Center For The Arts staff.
 - Call all light, sound, slide and performer cues for all performances.
- Jazz Express**, San Francisco CA (March '01 – June '02)
PRODUCER
- Pilot project to develop a Bay Area TV jazz magazine. Two episodes were filmed & broadcast regionally.
- Independent Paralegal**, Seattle WA, Portland OR & San Francisco CA (July '91 – Present)
- Experienced in trial preparation, document management, legal research, & drafting pleadings.
 - Areas of expertise include litigation, landlord-tenant law, family law, immigration, & trade secrets.
 - Have worked on cases involving laser media, biotechnology, construction, aviation and agriculture, et al.

SKILLS AND INTERESTS:

COMPUTERS: Mac, Windows, Microsoft Office, QuarkXpress, WordPerfect, Pagemaker, Summation.
ARTS: Acting, improv comedy, sound recording and production, writing, trumpet, french horn.