

# AELYNN DURHAM

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**UNIVERSITY OF ARIZONA**  
Bachelor of Arts, Media Arts  
Minor in Creative Writing

## ASSISTANT PRODUCTION COORDINATOR

**THE ROOKIE: FEDS**  
Season 1

- Oversaw the production office team and helped to maintain an open communication between the office staff, cast, and crew.

**THE MIGHTY  
DUCKS GAME  
CHANGERS**  
Season 2

- Organized and submitted daily production paperwork to the producers, studio executives, and necessary unions both via email and document distribution services scenechronize and doczilla. These documents included but are not limited to production reports, call sheets, scripts, meeting memos, set status reports, prep schedules, production calendars, and cast contracts.

**AMERICAN  
HORROR STORY**  
Season 10

- Worked with vendors to create accounts and issue purchase orders to accounting team.
- Coordinated cast and director travel accommodations including flights, hotels, and car services

## PRODUCER'S ASSISTANT

**ERIC KOVTUN**  
Exec Producer  
HOLLYWOOD  
HALSTON  
THE PROM

- Managed office of the Line Producer, including answering phones, maintaining calendars, scheduling meetings, and assisting in general office duties

**P. TODD COE**  
Line Producer  
MARVEL'S  
RUNAWAYS  
seasons 2 & 3

- Coordinated with showrunners, directors, cast, and crew to schedule and organize table reads, prep and production meetings
- Assisted with tracking budgets, equipment rentals, and man hours
- Coordinated and oversaw press junkets and photo shoots
- Created prep schedules to be distributed to production
- Worked with cast and crew to maintain good communication and relations throughout the season

## PRODUCTION ASSISTANT

LOOKING FOR  
ALASKA -writers

- Covered phones and emails in the absence of coordinators and executive assistants as needed

MARVEL'S  
RUNAWAYS -  
writers

- Assisted in maintaining multiple calendars and phone lists

ABC STUDIOS

- Made all orders for the office, maintaining budgets and inventory