

Olivia Hytha

ohytha@gmail.com · (510)593-8085
Highland Park, Los Angeles

SUMMARY: Creative, dedicated leader and team member with varied expertise and well-developed production, communication, and organizational skills. Quick learner with a positive attitude.

WORK EXPERIENCE:

Producer - Bourbon of Proof Podcast

Nov. 2025 - Present

Los Angeles, CA

- Fully producing live podcast recordings and VIP events for thousands of guests in person across seven U.S. cities. (Booking talent, negotiating vendor/location contracts, developing shoot schedules, day-of time/talent management).
- Managing outreach and relations with sponsors, securing \$192k in sponsorships from Jan. to April 2026.
- Designing, creating, and distributing pitch decks, marketing materials, and media kits.
- Overseeing the entire team and process from beginning to end, maintaining the vision for our client's brand.

Producer - Freelance

Jan. 2026 - Present

Los Angeles, CA

- Recruiting freelancers, actors, and other creative professionals, writing contracts, and heading all communication between teams.
- Developing shoot schedules and managing time on set.
- Overseeing pre- and post-production, including budget management, editing, festival submissions, and promotional materials.

Media Coordinator - Studio 3 Marketing

Aug. 2025 - Present

Glendale, CA

- Hiring and managing models, crew, and freelancers, scouting locations, and coordinating photo, video, and commercial shoots across the United States, Mexico, and Canada.
- Managing logistical tasks such as permitting, gear rentals, and travel arrangements.
- Providing styling and sourcing set dec/props and wardrobe for shoots, selecting media, editing photo galleries, and giving input on editing projects.
- Remaining organized and detail-oriented while navigating a high volume of shoots (approx. 15/month).

Operations Coordinator/College Counselor - GE College Prep

July 2022 - July 2025

Glendale, CA

- Led teams of up to a dozen people to complete special projects and trained new employees on detailed tasks and procedures.
- Created and maintained several operational tools, including audits and procedural guides.
- Supported students in their college application process, including narrative building, essay editing, college list development, scholarship research, and stress reduction.

Production Assistant - Various

June 2021 - January 2025

Los Angeles, CA

- Provided general support and problem-solving across various departments on film, television, and commercial sets.
- Effectively managed communication between departments in a high-stress environment.
- Completed physically demanding tasks such as setup and breakdown, heavy lifting, and overnight hours.

Vice President, Producer, Director - New Ground Theater Co.

Sept. 2017 - June 2019

Boston, MA

- Developed and produced countless new works among the Boston Conservatory's student body, as well as producing/directing/writing my own one-act play.
- Organized and led board meetings, production meetings, auditions, and performances. Oversaw the management of all budgets and finances. Ran social pages and developed promotional content.
- This student-led organization had been inactive for many years prior to 2017, when I helped re-establish funding and support for the presentation of new works on campus.

EDUCATION

The Boston Conservatory at Berklee - B.F.A. Musical Theater

2015 - 2019

Cum Laude, with a 2-year independent study in Playwriting

SKILLS

Photography/Videography · Photo/Video Editing (DaVinci Resolve) · Project Development · Team Management · Problem Solving · Content Creation · Detail Oriented · Client Relations · Adaptable