

CLAIRE CHUBBUCK

EXPERIENCE

IVANA CHUBBUCK STUDIOS

September 2013-Present

Director, Chubbuck Youth

- Responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors.
- Oversee the coordination and administration of all aspects of an ongoing program including planning, organizing, staffing, leading, and controlling program activities.
- Plan and prepare advertising and promotional material to increase sales, working with customers, company officials, sales departments and advertising agencies.

PARTICIPANT MEDIA

July 2013-February 2015

Coordinator, Acquisitions & Program Scheduling

- Manage the network program schedules and coordinate efforts with Program Research to evaluate current schedules and build performance-based strategies for future schedules.
- Monitor programming contracts and manage program inventory.
- Oversee all SIMS, Intranet, Encompass, ION, Tribune, Rovi, Vault and Massstore functions for listings partners.
- Help identify acquisition needs, as well as update and maintain acquisition grids of potential programming with contractual dates and run/exhibitions.
- Monitor and track competitive news and trends to search for opportunities that could improve advanced platform schedules.
- Develop creative stunting opportunities with content library and work closely with marketing group to bring them to life on-air.

AMC NETWORKS

May 2011-July 2013

Coordinator, Programming & Scheduling

- Managed the short and long form content scheduling across all advanced platforms for SundanceTV Global.
- Executed and published program schedules for Spain, France, and Portugal on a monthly basis, basing decisions on viewer habits, inventory, competitive landscape, Nielsen research and program delivery expectations.
- Helped manage the process of getting programs from contract to air.
- Created and maintained advanced platform rollout schedules and planning documents for all long form and short form video content.
- Improved scheduling strategy and new programming strands to drive viewership while reinforcing the channel brand.

EDUCATION

NEW YORK UNIVERSITY (TISCH)
SCRIPPS COLLEGE

**FILM & TELEVISION
ECONOMICS**

September 2010-May 2012

September 2006-May 2009

RELEVANT SKILLS

- Extensive software proficiency covering a wide variety of software applications with expertise in Microsoft Office, Adobe Creative Suite, Final Cut Pro, Motion, Filemaker, FilmTrack, SIMS, Rights Logic, Final Draft, Cinemak, Red Giant, Boris Continuum, and a working knowledge of Autodesk, VBA and Pencil.
- Talent for identifying, scrutinizing, improving, and streamlining complex work processes.
- Exemplary planning and organizational skills, along with a high degree of detail orientation.