

Jeanette Harris Courts

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Production Leadership Roles

All That and a Bottle of Wine

Senior Producer | 2018 - 2023

Gusto, a Matter Company

Producer | 2022 - 2023

Guaranteed with Eve L. Ewing

Post-Production Producer | 2022 - 2023

Campfire

Producer | 2016 - 2017

Skills

Event Planning + Management

Copywriter

Nusii (Contracts + Budgets)

Social Media Curation

Project Management

Asana + Clickup

Trello

Allseated

Squarespace

Adobe Creative Suite

Video + Writing Credits

Going Rounds Video Podcast (Credited as **Producer**)

JCI Live (Credited as **Script Writer, Show Producer + Host**)

JCI Impact Factor (Credited as **Script Writer + Show Producer**)

JCI Impact Report (Credited as **Copyeditor + Senior Writer**)

JCI News: Global Festival of Action (Credited as **Copywriter**)

JCI News: The Path to Peace (Credited as **Ghostwriter**)

Trailnet: Monthly Champions (Credited as **Interviewer + Copywriter**)

NPR The Salt: Deep-Fried Cheese Curds (Credited as **Copyeditor**)

NPR The Salt: Pizza-Flavored Salad Dressing (Credited as **Copyeditor**)

Education

Truman State University | May 2014 Graduate

Major: Public Communication/Media | Minor: Film Studies

Marketing Experience

House of Pod | Denver, CO

Producer + Community Manager | March 2021–Dec 2021

+ Supervised 50+ podcast productions by guiding clients from concept to execution while providing tech training and understanding data analytics to help build strategic marketing plans for our community member series.

+ Served as an instructor for week-long workshops that helped amplify marginalized voices by supporting them with production and data analytics.

+ Gave Final Editorial Feedback on the 2021 Podcast winner at the Jackson Wild Media Awards and the Tribeca award-winning podcast, *Guardians of the River*.

Wild Carrot | St. Louis, MO

Event + Bar Manager | March 2020 – Dec 2020

+ Coordinated, organized, and executed collaborative event planning elements for weddings, corporate, and community events to deliver on attendance goals.

+ Managed the bar style and space as well as the bartending staff pre and post event to execute the Wild Carrot and attendance event plan.

+ Managed the ordering of supplies for the space with third party teams for back-of-house inventory, set-up and catering crew before events occurred.

Junior Chamber International (JCI) | St. Louis, MO

Communications Manager | Feb 2018 – Feb 2020

+ Contributed to event preparations for five international conferences by partnering with internal teams, including design and partnership, serving as the showrunner for the JCI Morning Show - a live stream of moderated seminars.

+ Assisted with the development of the overall marketing, media, and campaign strategies for advocacy campaigns including *Peace is Possible*, *I Am Africa*, and the *Step Up For Europe* campaign for event registration and membership growth.

+ Wrote copy for two quarterly newsletters as well as a monthly membership newsletter, JCI Morning Show scripts, JCI Presidential speeches, organizational news stories, and press releases creating community engagement across channels.

Sofar Sounds | St. Louis, MO

Ambassador | Nov 2015 - Nov 2018

+ Led setup and teardown for audio/video tech needs alongside other creative ambassadors and third party vendors for this bi-weekly intimate concert event.

+ Scouted over 50 unique local venues, auditioned over 100 up-and-coming musicians and curated guest lists based on show themes and attendee profiles.

+ Managed and wrote content for local music blogs and our social media pages for event promotional materials that helped target and grow our audience.

Trailnet | St. Louis, MO

Marketing & Communications Manager | Jan - Dec 2017

+ Organized the media coverage and assisted with preparations for rides and the annual Trailnet Gala, hosting over 400 guests, including government officials.

+ Developed the web map and wrote the content for the re-launch of our website in November 2017, developing the new brand standards with designers.

+ Strategized, managed, and produced the content on our social media pages, email marketing, and newsletters communicating with over 17,000 followers.

National Public Radio (NPR) | Chicago, IL

Production Intern | Jan 2015 – June 2015

+ Supported research, script writing, interviews, and partner event relationships tied to audience engagement for over 30 live recordings across the US.

+ Screened over 100 callers each week by managing the station's voicemail box as well as recording and editing callers as needed for *Wait, Wait ... Don't Tell Me* and *How To Do Everything* using Adobe Creative Suite.