

Madi Delk

M A D I S O N D E L K
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Film/TV Production Experience

Producer, Co-Editor, & Script Supervisor

May 2023 – Present

Magical Girls Short Film – Shot on 16mm Film

Chicago, IL

- Spearheaded funding; raised over \$17,500 in 30 days. Engineered Seed & Spark campaign, led investor outreach strategy, & created pitch deck and pitch video. Planned and executed fundraising event at Dorothy Downstairs Chicago.
- Created and oversaw budget: department allocation, anticipated expenditures, tracked cashflow, and negotiated quotes.
- Devised and successfully achieved an ambitious 3-month pre-production, funding, and shooting schedule.
- Hired and led a crew of 35 members, a cast of 10, and 30+ background extras. Generated contracts.
- Acquired in-kind grip and electric package donation from MBS. Arranged and negotiated a Keslow Camera rental.
- Head of post-production and marketing & distribution strategy. Co-Editor using DaVinci Resolve.

Associate Producer

December 2022 – February 2023

Big Shoulders Digital Video Productions

Chicago, IL

- Developed, scripted, and executed compelling story concepts with corporate clients and broadcast media.
- Managed daily production organization: solicited and effectively communicated all relevant production information to team members.
- Generated project scope, budget, and timeframe for clients; timely and accurate reconciliation of production expenses.
- On-set liaison between client, partners, director, and production team; supervision of production to meet project vision.
- Oversaw post-production projects: collaborated with the post team, managed deliverables, and facilitated client feedback.

Executive Producers' Assistant

May 2021 – July 2022

Night Sky – Legendary Television, Amazon Studios

Chicago, IL

Showrunner: **Daniel Connolly**, Creator: **Holden Miller**, Producing Director: **Philip Martin**, & Line Producer: **Thomas Whelan**

- Managed and maintained calendars for four EPs through the show's duration from prep through post, into the season two writers' room; accounted for scheduling priorities and anticipated daily changes.
- Facilitated correspondence on behalf of EPs to department heads, rolled calls, coordinated travel, and ordered meals.
- Transcribed comprehensive notes for all meetings, including shot listing, tone meetings, scouts, & development for season two.
- Conducted research for storylines: compiled reference videos for planetary VFX, flashback montages, and religious settlements.
- Assisted producer-director on set. Acted as liaison to report progress and performances to showrunner and creator.

Office Production Assistant

October 2020 – April 2021

Power Book IV: Force – Lionsgate, Starz

Chicago, IL

Producers: **Richard Lederer**, **James McAllister**; Production Coordinator: **Brandon Williams**

- Managed administrative office tasks to ensure the production office ran efficiently.
- Printed and distributed paperwork, prepared daily meetings and table reads, operated a multi-line telephone system, and facilitated incoming and outgoing packages.
- Ordered and organized craft services and lunch for office staff.
- Created a welcoming environment for visitors and directed cast and crew to appointment locations.

Office Production Assistant

September 2019 – October 2020

Empire – 20th Century Fox

Chicago, IL

Producers: **Richard Lederer**; Production Coordinator: **Brandon Williams**

Theatre

Associate Producer

November 2018 – September 2019

Collaboration Theatre Company

Chicago, IL

- Administered long-term production planning for the mainstage season and subsequent programming.
- Orchestrated casting for mainstage programming, including casting two new play festivals featuring 35 productions: scheduled auditions, corresponded with agents and actors, negotiated casting offers, and maintained actor database.
- Restructured the internship program to provide a more comprehensive and competitive experience.

Education

DePaul University – Chicago, IL

Graduated June 2018: Cum Laude

Bachelor of Fine Arts – Theatre Arts, Directing Concentration

Minor – Management

Bachelor of Arts – Psychology, Community Psychology Concentration

Minor – Community Service Studies