

## LARA SALIBA

### *Bio*

Lebanese-Syrian-Canadian woman with experience in development, production, and post-production, aiming to expand her experience in all these areas with an emphasis on development and screenwriting.

### *WORK EXPERIENCE*

#### **Devonshire Productions Inc. – Development Associate, Post-Prod. Coordinator Jan. 2023 – Current Producer Intern Aug. 2022 – January 2023**

*Indigenous-owned Canadian company committed to developing and producing domestic and international innovative and diverse feature films and TV series.*

- Wrote script coverage, created pitch decks, look books, bibles, and sales sheets, helped write outline and pitch documents, helped write loglines and synopses, gave extensive notes on scripts, outlines, treatments, bibles, and series teasers, and participated in creative development meetings.
- Compiled producer script notes and line notes, read IP, reviewed potential projects from co-pro markets (FNC Nouveau Marché) and wrote reports, communicated with publishers regarding available IP, took notes in development meetings, pitch prep meetings, and all creative and production meetings.
- Created compilation reel for a HoD, created teaser video for project funding application, helped coordinate funding applications (Telefilm, CMF Indigenous Program [production and pre-development], Ontario Creates: International Financing Forum, NOHFC Cultural Supports Program - Film & Television Stream) and award applications (Peabody, CSA's, DOC Institute), reviewed development materials and distributor pitch packages, and managed festival submissions and outreach.
- Coordinated delivery of all final deliverables for project funders, broadcasters, and distributors (Telefilm, Ontario Creates, CBC, Bell Media, CMF, NOHFC, ISO, level Film), including completion of CRTC application, ISAN registration, tracking drawdown schedules and invoicing for payment instalments from funders and broadcasters, tracking marketing budget expenses, and all other deliverables.
- Gained experience with sales agent pitches, expense reports, audits, tax credits, production accountant files, invoicing, issuing cheques for WGC members, completing WGC remittance spreadsheets, completed likeness summaries and paid ads, music licence master and sync agreements and cue sheets, production budget and deemed labour budgets, ACTRA permit applications, ACTRA performer work reports, ACTRA contracts, residency forms, and tax exemption forms, DCP delivery, subtitles/closed captions, coordination for ISO delegation to Cannes, coordination for BSO delegation to Berlinale, and coordinating a charity theatrical screening.
- Assisted with festival event coordination, coordinated cast travel and accommodations, helped coordinate visual assets for publicity and promo materials.

#### **Empowered EDI Inc. – Creative Producer and Operations Manager 2021**

*Consultancy company building inclusive, equitable people practices for corporations.*

- Developed, wrote, directed, cast, hired, ran, and produced video productions from concept to completion; created, developed, and led on all creative content, offerings, and programs; and wrote client content and communications.
- Led company operations, administration, and sourcing and management of vendor relationships; built and implemented operational systems; developed all standardised

company document and communication templates; created project management and sales pipelines; and managed project design, visual design, and content writing.

- Managed client communications and client relationship pipeline from establishing prospects, leading exploratory meetings and intake, to completion and testimonials.
- Key public speaker for client events, facilitated client training workshops, and conducted in-depth client qualitative interviews with sensitive, confidential content.

### **Rocket Science VFX – Office Production Assistant 2019 – 2020**

*Emmy-nominated boutique visual effects studio creating visuals for major productions.*

- Managed in-house administration, scheduling, events, and operational tasks.
- Provided administration and production support to company executives, senior producers, department heads, HR, artists, and executive-level clients.
- Organised, coordinated, and delivered project tasks with the production team, including tasks in Shotgun and RV software, and acting in mo-cap shots.

### **Hitsby Entertainment – Set Production Assistant 2019**

*Media production company specialising in scripted content in audio format.*

- Assisted director, cast, and crew with general organisational tasks on set.
- Equipped cast with wearable audio equipment, and assisted with audio recording.
- Managed crowd management, set-up/tear-down of equipment, craft services, and prop inventory, and acted as an extra in multiple scenes with 1-2 lines of dialogue.

### **Sandbox Studios – Intern 2019**

*A full-service audio recording studio, photography/film studio, and live event space.*

- Managed studio operations, admin, scheduling, client communications, vendor relationships, invoicing and billing, sales pipeline management, and studio maintenance.
- Wrote website content, blog posts, newsletters, and created social media content.
- Liaised with organisations, managed client/studio conflicts, and facilitated client events.

## *EDUCATION*

### **CBC/CAVCO/CMPTA – One-Stop Business Workshop (certificate available upon request)**

2022

A comprehensive overview of the business and financing of film, TV, and original digital content.

### **WIFT – Intermediate Production Accounting & Tax Credits Workshop**

2022

An intensive, in-depth, 3-day workshop on production financing, accounting, and tax credits.

### **WIFT – Mentorship Program**

2021

Received a mentorship placement with screenwriter/producer Karen Walton to develop a TV pilot, in which I learned about the core competencies of a professional screenwriter.

### **Self-Directed Learning**

Studied literature by Joseph Campbell, Syd Field, Blake Snyder, Robert McKee, and John Truby. Attended virtual workshops, industry panel events, and conferences. Conducted research, TV series analysis, informational interviewing, and networking.

### **Raindance – Producers’ and Directors’ Foundation Certificates**

2019

Comprehensive introductions to the fundamentals of production and directing.

**Wilfrid Laurier University – Honours Bachelor of Music**

*2008 - 2013*

- Completed a rigorous degree of intensive, advanced academic study and practical training in classical/operatic music as a vocal major.
- Concurrently wrote, produced, and recorded a full-length album of original songs and performed and taught locally.

***VOLUNTEER EXPERIENCE***

**Canadian Film Centre – Set Production Assistant**

*2019*

- Assisted 1st AD with prop set up, stood in to plan shots with DOP, supported cast and crew, communicated with crew to maintain quiet on set, general set-up/take-down tasks.

***PROJECTS***

**Event Creator and Panel Moderator – Songwriting Panel at Sandbox Studios**

*2019*

- Conceptualised, organised, budgeted, scheduled, hosted, and moderated the panel event.
- Sourced and liaised with speakers, wrote copy and executed social advertising, wrote event itinerary and interview questions.
- Led all responsibilities of the event and made all key decisions. Sold out in under 48 hours, brought in 45 attendees, and maintained a wait list. Majority of attendees were new to the studio.