
URSULA MCPHERSON-VITKUS

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Highly adaptable **producer and operations manager** with 4 years of media experience, a background in politics and global sexual health & rights, and passion for pop culture and community.

Production Management Experience

Associate Producer - Licensing & Syndication

NBCUniversal News Group — New York, NY | Feb 2024 – Present

- AP for *Dateline's Secrets Uncovered* and *Unforgettable* (Oxygen) series and Peacock streaming
- Coordinating production including shoots and voiceover sessions for on-air talent
- Handle archival sourcing, clearance, legal fact-checking for 20+ episodes per season (4 per year)
- Contribute to writing standups for talent and updating scripts for legal and story revisions
- Select standout moments for use in social media and other digital promotional content

Archival / Associate Producer

TIME Studios — New York, NY | Feb 2023 – Aug 2023

- Story-focused AP on a six-part sports docuseries for AppleTV+ (unreleased), coordinating between producers, editors, directors, and showrunner to manage workflow and ensure timely delivery of story elements and episode cuts
- Supported production for pick-up interviews and re-shoots, finding locations and coordinating with talent
- Served as **Archival Producer**: sourcing, logging, and organizing archival materials, procuring masters, and providing editors and directors with the strongest footage to support key story beats
- Worked within Avid to pull selects, mark footage, and prep material for edits

Associate Producer

Break Thru Films — New York, NY | Jul 2021 – Jan 2023

- Managed all aspects of production across multiple projects, including subject/guest booking and relationships, shoot coordination, archival research, and editorial prep
- Conducted in-depth story and archival research to support narrative development and visual sourcing
- Learned Avid on the job; pulled string-outs and selects for editors to support story structure and editorial efficiency
- Quickly became the company-wide point person for subject/talent engagement, archival materials, and narrative clarity
- Projects include: *Nature of the Crime* (HBO, 2024), *UFOs: Investigating the Unknown* — Season 1 (NatGeo, 2023), *My So-Called High School Rank* (HBO, 2022)

Global Affairs & Advocacy

Voter Protection Team Lead

GA Democrats In-Person Ballot Curing Program — Atlanta, GA | Oct 2020 – Jan 2021

- Designed and led a statewide operation to recruit and deploy over 300 out-of-state voter protection canvassers during the 2021 Senate runoff to recover over 12,000 ballots
- Managed a 5-person team to execute a strategic distribution plan, ensuring full geographic coverage by filling gaps left by in-state resources

Legal Assistant, Disability Rights

Law Office of Heather S. Zakson — Los Angeles, CA | Aug 2019 – Jan 2021

- Managed administrative and case support for 20+ active special education legal cases
- Provided research, billing, and negotiation assistance with school district representatives

Project Specialist, Global Sexual Rights

USC Institute on Inequalities in Global Health — Los Angeles, CA | Jun 2018 – Jun 2019

- Managed 10+ active contracts and global development grants; coordinated the Global Law & Health Lecture Series and liaised with key partners within the WHO and UNDP
- Provided quality assurance for grant proposals and external communications while supporting digital content, event marketing, and website QA
- Contributed to strategic planning and academic operations, including course administration and serving as Secretariat for the Law & Global Health Collaboration

Women's Space Coordinator

InterEuropean Human Aid Assoc. Germany e.V. — Polykastro, Greece | May 2017 – Aug 2017

- Planned and led daily programming in the refugee camp's Women's Space, building trusted relationships in a high-stress, rapidly changing environment

Skills

Media & Production:

Finding & Booking Interview Subjects | Talent Management | Avid | Premiere Pro | Archival Sourcing & Clearance | Story Producing | Field Producing | Interview Prep | Fair Use Compliance | Social Media | Digital Content Curation | Deliverables Management

Operations & Strategy:

Project Management | Workflow Coordination | Volunteer Organizing | Written & Verbal Communication | Initiative Building | Research | Event Planning | Adaptability Under Pressure | Pop Culture Literacy

Education

University of Georgia, Class of 2018

Bachelor of Arts in International Affairs & Arabic, *Magna Cum Laude*