

Jacqueline McClellan

North Carolina | (336) 255-1723 | www.linkedin.com/in/jacqueline-mcclellan-793430194

Professional Summary

Organized and driven professional with experience in film/TV production and stage management. Skilled in background coordination, walkie communication, and set flow management while ensuring productions run smoothly. Strong leadership, communication, and problem-solving abilities with a proven track record of keeping teams efficient, collaborative, and on schedule.

Skills

Background coordination · Radio/walkie communication · Set etiquette · Continuity tracking · Production support · Inventory management · Leadership · Scheduling · Cue calling · Conflict resolution · Props & costume coordination · Cross-department communication · Problem-solving under pressure

Film & Television Experience

Assistant to the Assistant Director / Set Production Assistant

High Humidity Productions / Film Partnership of NC — Greensboro, NC (2025)

- Supported AD team with background coordination, set movement, and continuity.
- Distributed and tracked radios; ensured proper headset etiquette and channel use.
- Assisted with call sheets, sides, and schedule distribution to cast and crew.
- Managed inventory of equipment and paperwork to support daily production needs.
- Maintained professional set etiquette and ensured smooth transitions between scenes.

Accounting Clerk (Internship)

High Humidity Productions / Film Partnership of NC — Greensboro, NC (2025)

- Assisted production accounting team using Excel and Google Docs to track expenses.
- Managed daily logs and reports to support financial accuracy for the production.
- Collaborated with production staff to streamline communication across departments.

Theatre Experience

Stage Manager / Assistant Stage Manager

Various Productions — Greensboro, Winston-Salem, NC (2018–Present)

- Directed rehearsals, tracked blocking, and called cues during live performances.
- Coordinated with props and costume teams to ensure accuracy and readiness.
- Managed schedules, kept cast/crew on track, and maintained production timelines.
- Served as communication hub between directors, designers, and crew.
- Resolved conflicts quickly and maintained a supportive environment for performers.

Drama Teacher

Northeast Guilford Middle School — Greensboro, NC (2024–Present)

- Designed and taught theatre curriculum for grades 6–8 (improv, monologues, short films).
- Directed student productions and organized the school's first "Short Film Festival."
- Encouraged creativity, teamwork, and confidence in first-time performers.

Education

- Wake Forest University – School of Business — M.A. in Business Management
- Hampton University — B.A. in Journalism Communications
- North Carolina A&T; State University — B.A. in Professional Theatre
- Forsyth Technical Community College — A.A. in Arts