

## ROSETTE STEPHAN

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### QUALIFICATIONS

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- Film & TV Production: Enthusiastic and creative professional offering more than six years of experience in all aspects of film and TV production from inception to completion. Effective at organizing, planning and coordinating audiovisual projects with a technical expertise in budget preparation and in the organization of logistics as well as public permissions.
- Communication & Administration: Highly experienced in the provision of administrative and communication support across multi-cultural and multi-disciplinary teams.
- Photography & Music: Proficient in working with photography equipment and tools and in capturing high quality images that are story-tellers. In depth knowledge of the music industry with a proven ability to mix and match different genres of music.

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### SKILLS

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#### Soft

Excellent organizational and communication talents. Ability to work independently and in teams. Demonstrated skills in creativity and time management. Experience in working in a fast-paced and demanding environment.

#### Hard

- Perfect command of spoken and written English, French and Arabic.
- Excellent experience in Writing, Researching and Documenting.
- Creative skills in the visualization of videos and photographs.
- Proficient in the use of MS Office, Adobe Photoshop, Adobe Illustrator Editing software (Avid Media composer, Adobe Premiere, Final Cut).

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### PROFESSIONAL EXPERIENCE

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#### Associate Producer

*Nov – Dec 2019*

#### WorldMix Tapes (WMT)

- WorldMix Tapes, is a music Docuseries aiming to gather musicians to feed the largest network of independent artists, touring in 10 different cities worldwide.
- I was introduced to a French Composer/ Producer where he travels all around the world meeting musicians and collaborate with them, catalyzing the birth of musician collectives all linked together in a musician world map.
- My role was finding these artists here in Beirut, schedule meetings with them, pitch the project, finding the ideal studio where we did our recording sessions with 16 musicians.
- Organize logistics and needs (film equipment and locations).
- Assist in content creation, directing and following up.

**Guest Coordinator***July – Oct 2019***MBC Group. Top Chef Arab World Season 4**

- Responsible of guests' logistics; (coordination, communication and following up daily on their participation in the program, on their contracts, visas, flights, accommodation, requests and responsibilities).
- Following up on their needs and tasks when shooting in different locations.
- The guests were prestigious international Chefs and food experts (33 guests) from almost 18 different culture and countries.

**Production Coordinator, Production Assistant  
&/or Location Manager***Jan 2013 – April 2019*

Collaborated with the below listed production firms:

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| ❖ Ginger Beirut Productions, Achrafieh, Beirut    | Feature film: The Insult<br>Director: Ziad Doueiri                  |
| ❖ Mooz Films, Achrafieh, Beirut                   | Feature film: Capharnaum<br>Director: Nadine Labaki                 |
| ❖ M. O. Gandour & Sons, Chouiefat                 | TVC: Crave Gandour chocolate<br>Director: Mohammad Yassine          |
| ❖ WAHM Productions, Sodeco, Beirut                | TVC: La Roches, diabetes<br>Director: Amanda Abou Abdallah          |
| ❖ StarSystem LB                                   | Music Video: Aziza singer, Orkos Maaya<br>Director: Fares Al Sokhen |
| ❖ Kabreet Productions, Gemmayzeh, Beirut          | Feature film: TV society<br>Director: Robert Cremona                |
| ❖ Mad4films, Achrafieh, Beirut                    | Feature film: The day I lost my shadow<br>Director: Soudade Kaadan  |
| ❖ Mad4films, Achrafieh, Beirut                    | Short film: Bonbone<br>Director: Rakan Mayassi                      |
| ❖ Frame Nation Films, Achrafieh, Beirut           | TVC: KAVAl Cheese<br>Director: Mazen Fayyad                         |
| ❖ Lebanese Army                                   | TVC: Christmas 2013 Greetings<br>Director: Gaby Zarazir             |
| ❖ Independent Production House, Achrafieh, Beirut | TVC: Always   |

❖ Joy films, Gemmayzeh, Beirut

TVC: Pizza Hut Quatro Pizza

- My role was to search and find ideal locations, guarantee permissions with all the concerned parties, manage the location with the provider and the production team during the shooting, coordinate with the producer and the rest of the team, follow a sequence of activities from pre-planning to the completion stages of a production, as well watch over the needs and safety of the team and actors on the set.

## Communication & Documentation Coordinator

*Aug – Sep 2018*

### ***European Union - MedCulture, Amman, Jordan.***

- Organization of an interactive exhibition space for the programme outputs, Coordination with the Sub-Grants artists to collect relevant outputs, communication, identification, collection and organization of visibility material (over 90 projects from 5 Arab countries) – creating videos, graphics, exhibition process.

### ***European Union- UMAM for Documentation & Research – Ma3mal 612***

#### ***Women to Women, Ta'a Marboota Training, Beirut, Lebanon.***

- Documenting the training program- Photography, videography and interviews. Submit a trailer resuming the event.

## Line Producer/ Producer & Location Manager

*Apr – Jun 2018*

Collaborated with the below listed directors:

- ❖ Soudade Kaadan, short film "Aziza".
- ❖ Majed Al Zghir, short film "Free Fish
- ❖ Ahmed Ghoneimy, short film "Tripoli Tide"
- My role was to prepare budget, apply for funds, start the pre-planning and supervise the completion stages of the production, book and search and find the ideal locations, guarantee permissions with all the concerned parties, manage locations with the provider and the production team during the shooting.

## Guest Coordinator

*Sep 2016*

### **The Metropolis Association and Goethe-Institute**

#### **Achrafieh, Beirut**

- Talents Beirut workshop is a branch of the Berlinale Talents. I was responsible of guests' flights, stay and needs, following up their schedule. Communicating between them and the organizers.

July 2014

**Production Administrator**  
Beirut DC, Furn El Shebbek

- Coordinated the sponsoring and the distribution of the theater play « Le Dieu du Carnage », with the Director “Carlos Chahine” including communication with potential companies and investors in order to have them as sponsors or partners for the theater play.

**Producer – Red Runners**

Aug – Oct 2013

**Euromed Audiovisual – Dia Sud Med – Lebanon/Tunis/ Morocco/ Spain**

- Creation and production of the content for a web series, pitching the project to get investments, preparing the production file (budget, synopsis, treatment and episode's writing).

**Production Administrator & Film Distribution Coordinator**

Mar – Apr 2013

**Fantascopie Production, Badaro, Beirut**

- Communicated the screening of the film “Heritages” for the Director “Philippe Aractingi” with the movie exhibitors in the Lebanese cinema theaters and contacted different schools and organization for reservation of private screenings. Worked on the distribution and promotion of his film “Heritages”.

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## EDUCATION

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**Master of Arts – Audiovisual Production**

2012 – 2014

Académie Libanaise Des Beaux-Arts (ALBA), Sin El Fil, Beirut, Lebanon.

**Bachelor of Arts – Communication Arts - Minor in Public Relation**

2008 – 2012

American University of Science & Technology (AUST), Achrafieh, Beirut, Lebanon.

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## EXTRACURRICULAR EXPERIENCE

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**Field Officer**

Jun – Aug 2015

**ACTED (Agency for Technical Cooperation and Development), Beirut, Lebanon.**

- Worked with Syrian refugees, collected assessment to CASH program by asking questions in accordance with instructions to obtain various specified information, located and visited households, surveyed refugees in order to present a report that shows their current situation

**Sales & Marketing Coordinator**

Oct 2014 – Feb 2015

**The Silly Spoon, Achrafieh, Beirut**

- Management of the concept store, communication with customers and suppliers abroad, preparation of events, customer's sale and exhibiting a display for the store.

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## REFERENCES

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- Mrs. Hiba Aboulhosn, *Communication Consultant- Partner, Keep it simple s.a.r.l*  
Phone +961 3 939 472      email: hiba.hosn@keepitsimple-lb.com
- Mr. Pierre Sarraf, *Producer- Partner, Né.à Beyrouth Films*  
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