

Natasha Ili Klauss

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Education

Boston University College of Communication

Bachelor of Science in Broadcasting and Film

Concentration: Anthropology

May 1997

Professional Experience

Freelance Videographer & Editor

Shoot and edit SD and HD video + create finished DVDs

(Live Performance) *The Joy of Motion Dance Company, Georgetown University Davis Performing Arts Center, Dance Place DC, The Kennedy Center for the Performing Arts*

(Documentary, Interview style & Panel Discussions) *Link TV, Brave New Films, Spark Media, Free Speech TV etc..*

Assistant to the Director - The Documentary Center, Washington, D.C.

March. 2002 - 2012

Assistant Institute Director - The Institute for Documentary Filmmaking

Manage the day to day operations of the Center and its six-month Institute

- Associate produce films for Director from pre-production to distribution
- Handle all financials, and expedite logistical needs as required by the director
- Assume responsibility for center equipment and its maintenance
- Assistant in technical instruction of students
- Manage interns and independent contractors
- Create advertising and promotional content via print or video
- Produce and promote special events and seminars

Multimedia Technician - The Kennedy Center for the Performing Arts

2000 - present

Create content for the Kennedy Center Web site

- Camera woman and three camera shoot director for live webcast of *Millennium Stage* performances.
- Gather and edit interview and performance footage.
- Edit video clips of season premiers and of featured artists for archive on the center website and plasma screens

Associate Producer - "Sonic Ignition", Washington, D.C.

Dec. 1997 - 2002

Worked on all aspects of production, promotion and distribution for a nationally syndicated music television show.

Production Duties

- Production Assistant - complete room set-ups (lights, mic, design, talent handling)
- Programmed and edited weekly show and create bumpers and spots.
- Dubbed and digitized between *3/4", Beta sp, S-VHS, VHS & DV.*
- "Second Camera" at live shows and associate producer on interviews using Canon XL1 and Sony VX1000.

Office Management Duties

- Coordinated and liaised with major and independent record labels, artist management companies and station affiliates.
- Conceptualized & expedited promotions
- Sold Advertising
- Designed and maintain web site, www.sonicignition.com

Assistant Director - Women in Film & Video, Washington, D.C.

June 2000-Oct 2001

- Managed, carried out and coordinated every aspect of the day to day office operations.
- Public Relations: Interfaced with the public, handled membership queries, and led potential sponsors to board.
- Designed and maintained database and systems operations to increase work productivity.
- Managed interns
- Coordinated and assisted with special events, projects and programs.

Project Coordinator - The One Day Initiative, Washington, D.C.

April - October 2000

- Created and implemented strategy for public and congressional support on a resolution aimed at creating January 1st as a national holiday of peace and the sharing of food. This resolution for "One Day in Peace" was passed in December 2000 and endorsed by President Bush.
- Carried out Fundraising and PR duties.
- Shot and edited promotional pieces for the resolution's campaign.

Program Evaluator - Discovery Channel Inc., Bethesda, MD

October 1999 - February 2000

- Reviewed, censored and evaluated prospective and acquired television shows for international distribution.
- Wrote show descriptions, prepared evaluations and made edit suggestions to editors and executive staff.

Photo Researcher/Editorial Assistant - National Geographic, Washington, D.C.

May - October 1999

- Researched, located and identified images for the book division
- Assembled captions for use and distribution to senior researchers and writers.
- Coordinated with senior editors, writers and designers to facilitate cohesion under deadlines.
- Assisted with layout using *Quark*.
Publications included; "*The Milestones*", "*Australia, the Timeless Land*" & "*The Last Climb*"

Additional Production Experience

Freelance Videographer, Audio Technician, Still Photographer, Production Assistant, Composer
Clients: The Kennedy Center, Brave New Films, Free Speech TV, MTV's Real World, CNN

1999-Present

Social Outreach

Volunteer Piano Teacher, Farragut Elementary School, Boston

1994

-Taught piano to inner-city children, in such a way that even beginners could feel accomplished

Music Art and Drama Teacher, Walani Primary School, Malawi, Africa

1993

-Created activities for children from ages 3-15. Made use of every day objects for instruments, composed original music for us to play and sing along to and gave them the opportunity to learn and explore their own potential in the arts and self expression.

Nursery School Teacher, Bambino Nursery School, Malawi, Africa

1993

-Designed and implemented a curriculum to class of 2-3 year olds, teaching them basic English, colors, numbers, about sharing, as well as encouraging a love and appreciation for plants and animals.

Representative/International Observer, United Nations, Malawi, Africa

1993

-Appointed by UN to help observe the 1st Political Referendum in Malawi.

Peace Corps Program Training Assistant, Lilongwe, Malawi

Summer 1989

-Helped prepare other Peace Corps staff for the arrival and training of new volunteers.

Computer Skills

Word Processing: Mac and PC Platforms –
Microsoft Word, Appleworks, Excel (Basic),
Database Software: *Act, PDS, File Maker Pro*
Accounting: Basics in Quicken, Peachtree
Computer Graphics: Basic Adobe Page Maker,
Proficient Logger/Transcriber

Phtoshop, Illustrator, Quark (Some Basic)
Video Editing:(Efficient-Proficient)*RexEdit/Canopus,*
Premiere, Final Cut Pro
Web Design: (Efficient) *Dreamweaver, Fireworks,* certificate
in basic and intermediate HTML

Languages -English, French, and basic Chichewa.

References: Available on Request