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EMILY HORTON

Seasoned industry professional with 4+ years of experience coordinating CG and 2D animated assets for both feature and series projects across production departments. Aiming to master the full animation production pipeline and ultimately guide projects from start to finish as a producer.

SKILLS

Animation Production Software:

- ShotGrid, SyncSketch, Flix, Final Draft, Airtable, Storyboard Pro, Avid, Maya, Adobe Suite (including Photoshop and Illustrator), Linux

Administrative Software:

- Google Suite (including Gmail and Google Docs), Microsoft Office (including Word, Excel, and PowerPoint), Keynote, Zoom, Jira, Webex, SAP Concur, Slack, Mac/PC

EDUCATION

University of Southern California – Bachelor's Degree

- Major in English Creative Writing
- Minors in Cinematic Arts and Marketing
- Magna Cum Laude Graduate

INVOLVEMENT

WIA Member (May 2019 – Present) and Circle Mentee (September 2025 – Present)

- Developing career resilience and building connections within an advocacy group supporting female-identifying and non-binary people in animation

Volunteer Producer for [P1] Games (November 2024 – Present)

- A community of game-makers that focuses on positive-impact games with thoughtful gameplay

Volunteer for NBCUnites LA & The Story Pirates (July 2021- October 2023)

- A nonprofit that teaches and inspires creative writing for under-resourced kids

Associate Producer for Trojan Vision's *Platforum* and *On the Spot* (August 2018 – December 2018)

- Half-hour programs aired weekly on the official USC campus television station to over 700,000 homes in the Los Angeles area

Warner Bros. Animation

Episodic Production Coordinator – *SuperMutant Magic Academy*

August 2025 – Present

- Oversee episodic artwork, approvals, notes, retakes, and overseas inquiries
- Complete script and storyboard breakdowns for characters, props, FX, and background designs
- Manage storyboard and editorial turnovers in Storyboard Pro, ensuring technical accuracy, proper file versioning, and smooth deliveries while maintaining clear pipeline documentation
- Track show progress by coordinating asset linking, data input, and data management in ShotGrid
- Organize, distribute, and maintain up-to-date script and record schedules/materials
- Collaborate with creative leadership to allocate internal artist work and to onboard freelance talent
- Track and organize all pre-production materials for shipping to overseas studios in South Korea
- Prepare ShotGrid workbooks for design and paint shipments
- Set deadlines to support production schedules, proactively resolve pipeline challenges, and communicate production progress to leadership through meetings, notes, and reports
- Mentor PAs on production processes and ShotGrid workflows to ensure consistency and efficiency

NBCUniversal's NBC Entertainment

Digital Art Production Coordinator (Contractor)

November 2024 – March 2025

- Responsible for managing and tracking the development, design, production, post-production, and delivery of creative promotional assets for all active shows, including both 2D and CG assets/graphics
- Maintained direct communication with producers, directors, editors, and project managers to guarantee seamless execution and alignment with strategic brand objectives
- Coordinated multi-project schedules simultaneously across time zones with evolving stakeholders

DreamWorks Animation

Editorial/Post-Production Coordinator – *Orion and the Dark*

June 2022 – October 2023

- Served as the primary point of contact between 20+ internal teams and external partner studios to ensure discreet collaboration on confidential material and smooth alignment on production goals
- Ran production review meetings to track shot progress and to address leadership questions/requests
- Acted as a key liaison between the story team, story production, and editorial department to prioritize story revisions based on evolving creative needs and to ensure smooth departmental transitions
- Worked closely with 2D and CG assets, art keys and creative leadership such as the Director, Production Designer, Art Director, and VFX Supervisor to maintain a consistent artistic vision
- Optimized department calendars and scheduled review time with EPs, Supes, and Leads to ensure smooth coordination of crew meetings, show milestones, and deadlines

Editorial/Post-Production Coordinator – *Jurassic World: Chaos Theory*

June 2022 – October 2023

- Assisted the LP and PM with various shot production tasks, including tracking all retake needs and duration changes for story, animation, LRC, and QC departments
- Facilitated weekly check-ins with artists/editors to ensure timely assignment progress
- Trained, mentored, and managed PAs to ensure continued department growth

Editorial/Post-Production Coordinator – *Dragons: The Nine Realms*

June 2022 – October 2023

- Updated ShotGrid databases, organized show files, produced and formatted documents, and updated spreadsheets to provide real-time visibility into departmental updates
- Maintained a collaborative relationship with partner production teams across Asia and India
- Proactively prepared review materials by creating playlists and by providing past notes for reference

Editorial/Post-Production Assistant – *Dragons: The Nine Realms*

May 2021 – June 2022

- Provided vital production and schedule context in reviews, made team aware of any production challenges, and flagged potential ramifications to notes
- Coordinated ADR Spot sessions via SyncSketch, coordinating with showrunners, tracking notes, and organizing picture assets efficiently
- Managed internal and external note tracking systems and ensured timely responses to stakeholders

Editorial/Post-Production Assistant – *Jurassic World: Camp Cretaceous*

May 2021 – June 2022

- Transcribed and distributed meeting notes to facilitate seamless communication between 20+ internal teams and external partner studios
- Stayed abreast of issues on the floor pertaining to the production schedule and elevated issues appropriately to production leadership and/or to departments as needed
- Worked with department leads to provide information on how to use resources and production tools