

TAYLOR BURKE

Los Angeles, CA | (203) 604-4041 | taylorannburke@gmail.com

PROFESSIONAL EXPERIENCE

Avesta Entertainment

Coordinator

11/2024 - Current

- Provide comprehensive script coverage for feature and television projects, delivering concise summaries, creative analysis, and recommendations to inform development and packaging decisions
- Serve as Associate Producer on stand-up comedy specials from concept through delivery, coordinating talent, schedules, production logistics, and cross-functional teams while supporting creative execution
- Oversee company and client financial operations, including invoices, expenses, and reporting, ensuring accurate records and efficient day-to-day operations

Assistant to Manager/Producer

05/2023 - 11/2024

- Coordinated advances and show logistics for artists performing at renowned venues such as The Hollywood Bowl, Radio City Music Hall, Red Rocks Amphitheater, and The Dolby Theater as part of an 18-month global tour
- Facilitated script distribution, call sheets, travel, and production materials for acting clients appearing in productions with Netflix, A24, and other leading studios
- Managed complex executive calendars, communications, and shifting priorities while supporting the day-to-day operations of a busy management and production office

Innovative Artists Talent and Literary Agency - Comedy Touring Assistant

06/2022 - 02/2023

- Executed full show advances, providing talent with detailed itineraries to ensure seamless event execution
- Processed pending offers with buyers, talent, and management through execution and payment
- Improved internal workflows and communication to streamline operations for agents, talent, and buyers
- Handled daily schedules, phone calls, requests from talent, and daily reports in a kind and professional manner

SELECT PRODUCING CREDITS

Comedy Specials

- Associate Producer - *Matt Rife: Unwrapped* (Netflix, 2025)
- Associate Producer - *LowKey Comedy* (Netflix Is A Joke Festival, 2025)
- Associate Producer - *Martin Amini: I'm Transcending* (2024)
- Associate Producer - *Paul Elia: Detroit Player* (2024)

Short Films

- Producer - *June* (Beverly Hills Film Festival, Mammoth Lakes Film Festival, 2024)
- Producer - *Lady Scout Cookies* (Lady Filmmakers Film Festival, 2022)
- Line Producer - *Last Stop, Paris* (Beverly Hills Film Festival, 2024)

EDUCATION

University of California, Santa Barbara

06/2022

B.A. Film/Media Studies and Global Studies

- Letters & Science Honors Program
- Awarded Distinction in the Major - Critical Film Analysis

Leadership

- Santa Barbara International Film Festival - *Special Events Intern*
- UC Santa Barbara Women in Media - *President*

London Film Academy

01/2026

Certificate in Producing