

CARLA FUGARD

☎ 604.977.6084

✉ carlafugard@gmail.com

Profile

Experienced professional with a background in accounting, coordinating and managing.

Associate Member of the Directors Guild of Canada.

Experience

Location Manager & Scout

2021- 2025

Various Film Productions

- Managed on-site crew, location access, city permits, department requests, safety and security
- Negotiated contracts and payment with property owners, private and public facilities for location rentals for film use and managed the budget
- Conducted location scouting to secure film sites that align with script creativity and logistical requests by producers or other department heads
- Developed detailed location reports with photographs, site maps, logistical hazards
- Acted as the primary liaison between production teams, property owners, local officials to address concerns and resolve issues efficiently

Credits:

Scout, LM & ALM	Novus Production / Lifetime Network (TV Movies)	2022 – 2025
Scout, LM & ALM	Hadron Films, Kiddo Films, Sherpa Cinema & Veto (Commercials)	2022 – 2024
Scout	Cold Copy Productions Inc (Feature)	2022
Scout Coordinator (TAL)	Supernatural Season 15 (Warner Bros. Series)	2019 - 2020

Production Assistant & AP Clerk

2016 - 2021

Various Film Producers

- Assisted with invoicing, cheque req's, purchasing, new vendor account set ups, tracking, filing, credit apps
- Followed daily operations, driving production vehicles, itineraries, ordering office supplies, production email, maintained office kitchen, lunches, polling and lettering, traffic control
- Distributed production progress, call sheets, script breakdowns, equipment orders
- Adobe, Microsoft Office, EP Smart Accounting, EP Budgeting, Slack, Docu Sign, Dropbox, DPO, One Drive

Credits:

AP Clerk	Pachinko Season 1 (Asst. Acct. A. Aicholz)	2020
P/S/W PA	The Terror Season 2 (LM. Matt Palmer)	2019
Office PA	Siren Season 2 (Producer. P. Lhotka)	2018
P/S/W PA	Colony Season 3 (LM. Trevor Brokop)	2017-2018

Education & Certificates

Nimbus Recording & Media Vancouver

Business Diploma (System Apps, Contracts, Budgets, Manager, Marketing, Hospitality)	2018
Music Production Diploma (Production, Engineering, Recording, Live Sound)	2015

Certificates & Mentions:

DGC - TAL, ALM & Scout Course for (BC & Alberta)
 Worksite Safety - WHMIS and Health & Safety for Supervisors
 Act Safe - Safety for Supervisors
 Avixa - Project Management for AV Professionals
 Mechanical Contractors Ass. Dispatch Course
 Indigenous member of Sts'Ailes First Nation (BC)

Supportive Links:

Carla Fugard (DGC)
 Carla Fugard LinkedIn

Various Work

LM/Scout	Anishinaabemowin	Indigenous Short Film	2023
LM/Scout	Choices	Indigenous Short Film	2023
Paint & Construction Helper		Various Producers	2017 – 2021
Craft Services		Front Street Productions	2016 – 2017
Locations PA		Netflix, CW, FSP, Bright Light, Warner Bros.	2016