

LINDSAY DUKE

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Denton, TX (*Open to Relocation*)

Portfolio: [Linktr.ee/LindsayDuke](https://linktr.ee/LindsayDuke)

Skills

Project Management	Community Management	Social Media Management	Content Development
Copywriting & Editing	Digital Accessibility	Event Planning	Volunteer Coordination
Rights Licensing	Livestream Production	Marketing Strategy	Public Speaking
Customer Service	Storytelling	Organization	Program Development

Experience

Film & Video Outreach Coordinator, University of North Texas Libraries, *Denton, TX* | **December 2018 to Present**

- Manages vendor contracts, licensing rights, and acquisitions for a 140,000+ item media collection, supporting students, staff, and stakeholders while overseeing customer service, long-term projects, and a six-figure annual budget.
- Leads community engagement for film and gaming programming, including film screenings, workshops, escape room design, and gaming centered programming.
- Designs and crafts copy and graphic designs for social media platforms, newsletters, tour scripts, press kits, and marketing materials as head of the social media coordination for the department.
- Serves as host, writer, producer, and project manager for “D&D @ UNT”, an ongoing large-scale actual play “Dungeons & Dragons” media project, including a live stage show and filmed studio performances; manages volunteers, employees, cast, and crew to deliver narrative-driven events that blend community engagement with creative storytelling.

Voice Writer Closed Captioner, National Captioning Institute, *Dallas, TX & Remote* | **November 2012 to November 2018**

- Delivered high accuracy in real-time closed captioning for live broadcasts, including Bloomberg, C-SPAN, and regional news stations, while consistently meeting strict quality and speed standards.
- Mentored and trained 3+ new employees quarterly, supporting team development and performance improvement; successfully maintained high-quality output during 4 years of remote work with minimal supervision.

Creative Freelance

- **Story Producer & Script Consultant**: supported film development through narrative feedback and screenplay revision.
- **Podcast Co-Host**: created 3-season show on political storytelling in pop culture.
- **Freelance Writer (Slashfilm)**: wrote news and commentary on film, TV, and media.
- **Script Reader (Austin Film Festival)**: evaluated scripts for craft, voice, and placement in competition rounds.

Accomplishments

- Increased streaming film acquisitions by 250% through targeted licensing and collection development strategy.
- Directed in-house captioning initiative for 700+ streaming films, reducing costs through staff training and workflows.
- Led archival preservation survey of 17,000+ VHS tapes, ensuring long-term access to legacy media collections.
- Three-time recipient of the UNT Star Performer Award for outstanding contributions to library services.

Presentations

- Cross Timbers Library Conference – *Copyright & Video Preservation*
- Electronic Resources & Libraries (ER&L) – *Captioning for a Captive Audience*

Tools & Platforms

Google Workspace, Microsoft Office, Adobe Creative Suite, Canva, WordPress, Airtable, Trello, Asana, Basecamp, Zoom, Slack, Discord, OBS Studio, Streamlabs.

Social Media & Community Platforms

Facebook, Twitter/X, Instagram, LinkedIn, TikTok, Threads, BlueSky, Tumblr, Reddit, YouTube, Twitch.

Education

University of North Texas, Bachelor of Arts in Radio, TV, & Film, English minor, August 2009 - May 2012