

Jonathan Clugston

Project Manager, Editor, Digital Asset Coordinator

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Experience

Airbnb / Project Manager and Photo Editor, *Plus*

MAY 2019 - MAY 2020; SAN FRANCISCO, CA

- Managed end-to-end merchandising process for Airbnb Plus, including, photography, post production, QC, and client support for 300+ new listings.
- Communicated objective, technical feedback for photographers, retouching and editorial vendors, and internal partners to uphold company standards.
- Developed retouching and QA workflows for listing photography on basis of exposure, color balance, composition, and overall layout within Plus PDP.
- Produced editorial content based off of unique listing criteria and UX design.
- Advanced scalable processes for funnel optimization and growth and worked with internal partners to ensure efficiency and quality standards were met.

University of California, Berkeley Libraries / Digital Imaging Specialist

NOVEMBER 2017 - MAY 2019; BERKELEY, CA

- Evaluated and photographed archival materials including books, photographs, and manuscripts for patrons and staff, producing 100,000+ images per month.
- Processed files and managed metadata to create master tiffs, PDFs, and derivative images for preservation and access on library servers and DAMS.
- Performed QA and maintenance of imaging and studio equipment including DSLRs, Phase One IQ3, lenses, lighting setup, copy stands, and digital scanners.
- Coordinated and managed large-scale digitization projects with library staff.

A1 Photo and Video Lab / Photo and Video Technician

DECEMBER 2016 - NOVEMBER 2017; BERKELEY, CA

- Processed and restored media including 8mm, 16mm, and 35/120/slide film, digital and analog audio formats, and digital and print photographs for clients.
- Scanned, retouched, and printed photographs and film using commercial Epson and Noritsu scanners, minilab, and large-format digital printers.
- Edited and logged media using Adobe Creative Cloud, Audacity, and Final Cut.
- Managed daily operations and client relations at several Bay Area locations.

Center for Documentary Arts and Research, UCSC / Videographer-Editor

JANUARY 2016 - JUNE 2016; SANTA CRUZ, CA

- Document screenings and discussions with visiting artists and filmmakers using multiple video and sound recording devices for lecture archives.
- Produce, transcode, and edit short and long form video for the CDAR site.
- Process media and derivatives for asset management and delivery.
- Utilize department workflows for equipment tracking and management.

Santa Cruz Sentinel / Copy Editor and Staff Writer

MAY 2013 - JANUARY 2016; SCOTTS VALLEY, CA

- Designed and produced daily content for print production and digital publishing of the Santa Cruz Sentinel, covering sports, local news, and feature articles.
- Performed QC, sourced wire content, and designed pages using Adobe CC and internal DAMS to deliver products under strict deadlines for each issue.
- Managed, produced, and sourced material for weekly Outside section.
- Developed schedules, budgets, and packages for daily admin support.

Skills

- Project management
 - Quality control and assurance
 - Data analysis
 - Scheduling
 - Client relations
- Digital content production
 - Photography
 - Videography
 - Editorial design
 - Writing
- Non-destructive editing
 - Retouching
 - Color correction
- Digital asset management
- UX copywriting and editing
- Media preservation

Tools

Creative

- Adobe CC (Photoshop, Illustrator, InDesign, etc.)
- Capture One, Capture Pilot
- Epson Scan, Silverfast 8
- Adobe Premiere, Audition, Media Encoder, Final Cut Pro
- AP Style, Chicago Style

Project Management

- Microsoft Suite, G Suite
- Adobe Bridge, Acrobat
- Cortex DAMS, Dropbox
- Wrike, Salesforce, JIRA, Trello, Asana
- Wordpress, TextExpander

Education

University of California, Santa Cruz

Bachelor of Arts in Film and Digital Media, *Cum Laude*

- Received highest honors in major for graduating class
- Porter Undergraduate Research Fellow and ArtsBridge Scholar
- Participated in graduate seminars in documentary theory and praxis