

Leigh Davis

Intimacy Coordinator

Production and Marketing Program Manager

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Experience

Freelance Film and Television / [Intimacy Professionals Association \(IPA\)](#) Certified Intimacy Coordinator

MAY 2024 - CURRENT, AUSTIN, TX

Coordinates and plans with the director, actors, and crew to make certain that all intimate scenes are executed smoothly and performed within the SAG-AFTRA Standards and Protocols for the Use of Intimacy Coordinators. Supports the process of the talent and liaises with the necessary crew. Assists with nudity riders, provides support, advice, and recommendations to enhance intimate scenes while ensuring everyone involved feels comfortable and respected. Upon request, works with the director to make sure scenes are communicated, choreographed, and blocked.

Texas Film Commission / Production and Marketing Program Manager

JANUARY 2026 - CURRENT, AUSTIN, TX

Supports film, television, commercial, and digital media projects by serving as a liaison for production inquiries, providing guidance on locations, crew, permitting, and logistics. Leads marketing and outreach efforts to promote Texas as a premier production destination through campaigns, promotional materials, and industry events. Coordinates programs, builds relationships with industry and regional partners, tracks program outcomes, and collaborates across teams to support production attraction and awareness of state incentives and resources for film, television, and digital media projects.

Texas Film Commission / Production Incentives Specialist

JULY 2019 - APRIL 2024, AUSTIN, TX

Answered inquiries and communicated Texas incentive program details, as well as general film industry resource information to film, television, commercial, and video game industry professionals. Represented the Texas Film Commission and promoted the Texas film industry at events, including film festivals, screenings, and conferences across Texas and worldwide. Advised Production teams on incentive grant rules, processes, and requirements, from the application process to payment. Examined film, television, commercial, video game, visual effects, and animation project grant submissions to ensure compliance with the Texas Moving Image Industry Incentive Program (TMIIP) rules. Oversaw contractual marketing and logo usage requirements. Managed departmental records and databases.

Freelance Film and Television / Production Coordinator (IATSE 484)

MARCH 1996 - DECEMBER 2013, AUSTIN, TX & VARIOUS CITIES

Set up and wrapped film and television shoot Production Offices in Austin, throughout Texas, and other states. Coordinated travel, accommodations, equipment rentals, expendables purchases, pre-production schedules, and communication between cast and crew. Managed Production Office and intern staff of 6+, created and maintained production documents and filing systems, and acted as a liaison between the production crew and parent studio. Maintained script revisions as needed, oversaw schedule, call sheet, production report, and script distribution. Handled insurance claims, safety compliance, injuries/Workers' Compensation, as well as any emergency and last-minute production needs 24/7. Highlights: Office Space (20th Century Fox), The Life of David Gale (Universal Pictures), The Texas Chainsaw Massacre (Platinum Dunes/New Line Cinema), Friday Night Lights (NBC Universal), Bernie (Mandalay Entertainment). Full filmography available upon request.

Paul Bernhard Exhibit Design & Consulting, LLC / Project Supervisor, Accounting & HR Supervisor

FEBRUARY 2015 - JANUARY 2019, AUSTIN, TX

Coordinated tasks for the design and fabrication of the Wiess Energy Hall 3.0 remodel at the Houston Museum of Natural Science. Created and tracked project and projection estimates and budgets using Excel and QuickBooks. Communicated closely with Department Heads, Project, and Production Managers regarding schedules and budgets. Created business operations and directly supervised office admin and accounting teams of 6+. Organized and supported employee software subscriptions and hardware needs. Facilitated subcontractor and vendor payments.

Processed payroll for 150+ employees via ADP TotalSource, managed and approved time cards in EZLaborManager, supervised Human Resource projects, including health benefit enrollment. Facilitated onboarding of new employees, I-9s, rate and status changes, including terminations. Responsible for Accounts Payable and Receivable, as well as bank deposits and wire transfers. Tracked weekly business expenses and reconciled 40+ business credit and debit cards monthly.

Education & Training

Intimacy Professionals Association / Certified Intimacy Coordinator / 2023

National Council for Mental Wellbeing / Certified in Mental Health First Aid / 2025

The University of Texas at Austin / BA in Studio Art

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RETURN OF THE REAPER	Intimacy Coordinator	Micro-Drama Series - ReelShort
WRECKED ASS PARENTS	Intimacy Coordinator	Feature - Wrecked LLC
HELL'S NO PLACE FOR A PRETTY FACE	Intimacy Coordinator	Feature - 42nd Street Pictures
LIVE	Intimacy Coordinator	Feature Concept Trailer - Pinhole Entertainment
WHAT DOESN'T BREAK ME	Intimacy Coordinator	Micro-Drama Series - Machina Cinema/ReelShort
RUTHLESS MAFIA DADDY	Intimacy Coordinator	Micro-Drama Series - Evolve Media/ReelShort
YOU DIVORCED A GENIUS HEIRESS	Intimacy Coordinator	Micro-Drama Series - Machina Cinema/ReelShort
THE VIRGIN CAMP COUNSELOR	Intimacy Coordinator	Micro-Drama Series - Phoenix Films/ReelShort
HIPPY HOLLOW	Intimacy Coordinator	Short Film - NYU MFA
SAVED BY THE SEXY COWBOY	Intimacy Coordinator	Micro-Drama Series - Phoenix Films/ReelShort
1925 SEASON 2	Covering Intimacy Coordinator	TV Series (Ep. 205) - King Street Productions, Inc.
F*CK MY SON!	Intimacy Coordinator	Feature - Professional Motion Picture, LLC
BROTHERS	Additional Set Dec Buyer	TV Series - Apple TV+
SPECIAL OPS: LIONESS SEASON 2	Additional Set Dec Buyer	TV Series - 101 Studios
CHEF	Austin Production Coordinator	Feature - Chef Productions, LLC
DELIVERANCE CREEK	2nd Assistant Accountant	TV Pilot - Warner Horizon/Lifetime
THE LYING GAME	Production Coordinator	TV Series (Ep. 102-108) - Warner Horizon/ABC Family
MEET JANE	Production Coordinator	TV Pilot - Warner Horizon/Lifetime
BERNIE	Production Coordinator	Feature - Mandalay Entertainment
PARENTHOOD	Production Coordinator	TV Pilot - NBC/Universal
FRIDAY NIGHT LIGHTS	Production Coordinator	TV Series (Seasons 3, 4, & 5) - NBC/Universal
FRIDAY THE 13th	Production Coordinator	Feature - Platinum Dunes
BANDSLAM	Assistant Production Coordinator	Feature - Summit Entertainment
SWINGTOWN	Production Coordinator	TV Pilot - CBS Paramount Network Television
BALLS OUT: GARY THE TENNIS COACH	Production Coordinator	Feature - GreeneStreet Films
THE HITCHER	Production Coordinator	Feature - Platinum Dunes/Rogue Pictures
THE TEXAS CHAINSAW MASSACRE: THE BEGINNING	Production Coordinator	Feature - Platinum Dunes/New Line Cinema
GLORY ROAD	Production Coordinator	Feature - Walt Disney Pictures
FRIDAY NIGHT LIGHTS	Production Coordinator	Feature - Universal Studios
THE WENDELL BAKER STORY	Production Coordinator	Feature - Franchise Picture
SECONDHAND LIONS (Addl Photography)	Production Coordinator	Feature - New Line Cinema
THE DAY AFTER TOMORROW (El Paso Unit)	Production Coordinator	Feature - 20th Century Fox
THE TEXAS CHAINSAW MASSACRE	Production Coordinator	Feature - Platinum Dunes/New Line Cinema

ONCE UPON A TIME IN MEXICO (Addl Photography)	Assistant Location Manager	Feature – Dimension Films
THE ROOKIE	Assistant Production Coordinator	Feature – Walt Disney Pictures
THE LIFE OF DAVID GALE	Assistant Production Coordinator	Feature – Universal Pictures
STEWART: IN EL CAMINO LOVE SONG	Production Coordinator	Feature (canceled in prep) – Miramax Films
AMERICAN OUTLAWS	Assistant Production Coordinator	Feature – Morgan Creek Productions
WHERE THE HEART IS	Production Coordinator	Feature – 20th Century Fox
A TEXAS FUNERAL	Production Coordinator	Feature – J&M Entertainment
OFFICE SPACE	Assistant Coordinator & Script Typist	Feature – 20th Century Fox
THE NEWTON BOYS	Location Assistant (prep)	Feature – 20th Century Fox
TWO FOR TEXAS	Assistant Production Coordinator	TV Movie – Turner Network Television
HOPE FLOATS	Transportation Office Assistant	Feature – 20th Century Fox
COMFORT, TEXAS	Assistant Production Coordinator	TV Pilot – Brillstein-Grey Entertainment
TRUE WOMEN	Production Secretary	TV Mini-Series – Hallmark Entertainment
THE SECRET SHE CARRIED	Production Secretary	TV Movie – NBC Studios
TORNADO!	Production Office & Wardrobe Assistant	TV Movie – Von Zerneck Sterner Films/Hallmark