

JACK PORTER

PROFESSIONAL SUMMARY

Seasoned Production Supervisor and Line Producer pivoting into Post Production. With 8+ years of high-stakes logistical expertise, I specialize in the critical intersection of client service and agency collaboration, building long-term partnerships and ensuring high-impact results without the friction.

EXPERIENCE

Post Production Coordinator & Supervisor

March 2026 - Present | Freelance (Various Companies)

- Managed client communications throughout the full project lifecycle, including kickoff meetings, rough-cut reviews, finishing, and final delivery, maintaining a professional, responsive, and solutions-oriented approach.
- Performed quality control on complex campaign deliverables, ensuring all assets matched approved picture-locked cuts and met client specifications prior to final delivery.
- Developed project bids, budgets, and post production calendars for editorial and animation projects, balancing profitability goals, client relationships, and production requirements.

Co-Producer

March 2024 - August 2024 | Freelance (Veeps / Reggie Watts)

- Oversaw and managed all creative, talent, and physical production logistics (i.e. Budgeting, Talent Management, Talent Wardrobe, Location Management, Crew Management, Vendor Negotiations) for a live comedy special taping at the Regent Theater in Los Angeles, CA.

Production Supervisor | Line Producer

January 2022 - Present | Freelance (Various Companies)

- Methodically manage end-to-end production for multiple brands, optimizing budgets, crew, and vendor relations to deliver high-quality content across broadcast, digital, and print.
- Successfully lead and nurture client and agency needs, while protecting their budget, vision, and timeline.
- Meticulously govern budgets ranging from \$10K to \$1M +, while consistently remaining on-time and under budget.
- Confidently negotiate contracts with crew, equipment houses/vendors, and locations to secure the best rates and services.

Production Coordinator

May 2019 - December 2021 | Freelance (Various Companies)

- Coordinated all aspects of pre/set/post production, (i.e. equipment rental contracts, talent contracts, crew hiring, location scouting, hard drive logistics, distribution of production schedules, call sheets, and daily progress reports to all cast and crew.

CONTACT



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Brooklyn, NY

SKILLS

- Interpersonal:**
 - Client Service/Relations
 - Agency Service/Relations
 - Crew and Vendor Relations
 - Budgeting/Bidding and Negotiation
 - Scheduling and Timeline Management/Workflow Optimization
 - Problem-Solving and Troubleshooting
 - Adaptability and Resilience
- Technical:**
 - Budgeting: Budget creation, cost tracking, cost report generation
 - Budget Software: Hot Budget, Showbiz
 - Media Management: Lucid, Media Encoder, frame.io, Parsec,
 - Project Management: Asana, Dropbox, Google Suite (Docs, Sheets), Slack

EDUCATION

Bachelor of Arts (B.A.) in Entertainment Industry Studies

2011

Belmont University, Nashville, TN, USA

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NOTABLE CLIENTS/PROJECTS

- **This Is A Game Show? (12 Episode Youtube & Tubi Series)**
 - **Role:** Post Production Supervisor
 - **Post Production Company:** Home Game Studios, LLC
- **Srixon x Cleveland Golf – 2026 Phase 2 Campaign**
 - **Role:** Post Production Supervisor
 - **Post Production Company:** Cross Cut Pictures
- **DICK’S Sporting Goods – House of Sport Campaign**
 - **Role:** Line Producer; Agency Producer
 - **Production Company:** Grand Nature, LLC
- **Reggie Watts – Never Mind (Comedy Special)**
 - **Role:** Co-Producer
 - **Production Company:** Veeps Studios
- **Vrbo - (Stills)**
 - **Role:** Production Supervisor
 - **Production Company:** Rise Creative Studios
- **El Pollo Loco – 2025 Campaign (Commercials)**
 - **Role:** Production Supervisor
 - **Production Company:** Picture North
 - **Agency:** Organic
- **Omni Hotel & Resorts – Omni La Costa Summer (Commercial)**
 - **Role:** Production Supervisor
 - **Production Company:** Picture North
 - **Agency:** Slingshot
- **Samsung - So I Got A Flip Phone (Commercial)**
 - **Role:** Production Supervisor
 - **Production Company:** Picture North
 - **Agency:** We Are Social
- **Madden 24 / EA Sports - Official Launch Trailer (Commercial)**
 - **Role:** Production Supervisor
 - **Production Company:** Stept Studios
- **TaylorMade – Straight Distance (Commercial)**
 - **Role:** Production Supervisor
 - **Production Company:** FIN Studios
 - **Agency:** Zambezi
- **Sling TV – Sling Let’s You Do That (Commercial)**
 - **Role:** Production Supervisor
 - **Production Company:** Fox Den
 - **Agency:** Work In Progress_
- **Where The Crawdads Sing (Movie Promo)**
 - **Role:** Production Supervisor
 - **Production Company:** Framework Studios
- **Thor: Love and Thunder (Movie Promo)**
 - **Role:** Production Supervisor
 - **Production Company:** Framework Studios
- **Lightyear (Movie Promo)**
 - **Role:** Production Supervisor
 - **Production Company:** Framework Studios

REFERENCES AVAILABLE UPON REQUEST