

JACK PORTER

PROFESSIONAL SUMMARY

Seasoned Production Supervisor 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

Production Supervisor

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.

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 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.

EDUCATION

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

2011

Belmont University, Nashville, TN, USA

CONTACT

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 Los Angeles, CA / New York, 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
- Strong Network of Post/Editorial "Fixers"
- **Technical:**
- Budgeting: Budget creation, cost tracking, cost report generation
- Budget Software: Hot Budget, Showbiz
- Editing Software: Adobe Premiere Pro, After Effects, Evercast, Louper
- AI Software: Higgsfield, Midjourney, Veo 3
- Media Management: Dropbox, FileMaker Pro, Google Suite (Docs, Sheets)
- Project Management: Smartsheets, Asana, Microsoft Excel, Slack

NOTABLE CLIENTS/PROJECTS

- **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:** Stept Studios
 - **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