

# JACK PORTER

## POST PRODUCER

### PROFESSIONAL SUMMARY

Seasoned Production Supervisor and lifelong comedy nerd pivoting into Post Production. With 8+ years of experience overseeing complex production workflows for commercials, comedy specials, documentaries, experiential live events, global livestreams, and music videos, I possess a unique “360-degree” view of the project lifecycle. I am a specialist in cross-functional leadership, dedicated to ensuring the creative spark of a script isn’t lost in the production/delivery pipeline. Currently transitioning from LA to NYC, I offer a blend of high-level logistical expertise and a passion for crafting the perfect comedic beat in post.

### EXPERIENCE

#### Production Supervisor

January 2022 - Present | Freelance (Various Companies)

- Supervise all production departments and logistics.
- Manage and track budgets ranging from \$10k to \$3 million +.
- 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 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, US

### CONTACT



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Los Angeles, CA / New York, NY

### SKILLS

- **Interpersonal:**
  - Project and Resource Management
  - Scheduling and Timeline Management
  - Client, Crew, and Vendor Relations
  - Budgeting and Negotiation
  - Workflow Optimization
  - Problem-Solving and Troubleshooting
  - Leadership and Mentorship
  - Adaptability and Resilience
- **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