

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

 matthewjack.porter@gmail.com

 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 - (Still)**
 - **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