

DESMOND JACKSON

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desmondjacksonproductions.com

PROD. COORDINATOR

Education



Line Producing Course, NY Film Academy Completed 2017
Certificate of Completion

BA in Film Production, Hofstra University Graduated 2015
Provost Scholar, Latin Honors

Work Experience

Hudson Media: Kill Rob Bailey (Season 1)

July 2017 - October 2017

Production Coordinator

- Acquired locations for various shoot dates and executed Location, Clearance, and Appearance Agreements
- Constructed call sheets, crafted daily production reports, and developed weekly stripboard schedules using StudioBinder
- Managed petty cash and utilized Google sheets to create weekly expense reports for all production purchases
- Prepped necessary materials for exterior locations and heavy stunt days; Supported Field Producers on set

IDG.TV

April 2017 - June 2017

Video Production Coordinator

- Supported studio projects, ensuring each video was completed on time and posted correctly on social media platforms
- Registered crew for domestic events/shoots and arranged travel accommodations while staying in budget
- Cultivated video ideas and prepped and presented YouTube branding and engagement strategies
- Managed IDG.tv's webpage through Jira including slotting video content, creating series, and updating website functions

AMC Networks

October 2016 - April 2017

Program Operations Coordinator

- Regulated media content delivery via international calls with Sundance and AMC global content vendors
- Collaborated with marketing department on asset deliveries for regional film premieres utilizing Google Sheets
- Created Microsoft Excel sheets detailing TV show assets to be transferred to international vendors
- Investigated quality control flags from international vendors, vetted asset inventories, and crafted detailed reports

CatScape Productions

March 2016 - October 2016

Associate Multimedia Producer

- Composed treatments, scripts, and pitches for digital series and blog posts
- Prepared Tricaster Mini for green screen studio shoots with talent
- Developed budget utilizing Microsoft Excel and Google Sheets for non-for-profit Trigg House
- Generated strategies for building brand via social media & online content

Marvel Television: Daredevil (Season 2), Jessica Jones, Luke Cage, Iron Fist July 2015 - March 2016

Content Protection Shift Leader

- Worked with team members to ensure scripts were collected on set
- Delegated responsibilities to team members utilizing their strengths to address set concerns
- Oversaw dialogue recording sessions and regulated data transfers involving film content
- Monitored digital media to prevent set stills and scripts from leaking to social media outlets

Professional Involvement

Queens World Film Festival March 2016
Staff Associate, Moderator

NY Media Center / Independent Filmmaker Project 2017
Student / Member

Skills

Adobe Premiere	● ● ● ● ●
Avid MC	● ● ● ● ●
StudioBinder	● ● ● ● ●
MM Scheduling	● ● ● ● ●
MM Budgeting	● ● ● ● ●
Google Drive Apps	● ● ● ● ●
Mac OS X 10.13	● ● ● ● ●
Windows 7	● ● ● ● ●

Awards and Recognition

- **Most Creative Film Award** - Funk Force: Hofstra Film Festival (2015)
- **Best Production Design** - Rose Donohue: Hofstra Film Festival (2015)
- **Best Short Film** - Hungry: Ocktober Film Festival (2015)
- **Most Creative Film Award** - Angsty Dawn: Hofstra Film Festival (2014)
- **Telluride Film Festival Student Symposium** - Undergrad Research (2014)
- **Lambda Pi Eta** - National Communication Association (2013 -2015)
- **Blue Leadership Program** (2013)
- **Hofstra Presidential Scholarship Recipient** (2012-2015)
- **Chris Albrecht Endowed Scholarship Recipient** (2013-2015)
- **Max Kolb Film Grant Recipient** (2014)

Producing Experience

Funk Force: SAG Short Film

November 2014 - October 2017

Writer, Director, Producer

- Storyboarded and planned each shot with Director of Photography
- Developed the characters, style, and story of the film
- Casted and rehearsed with six leading actors and guided their performances in each scene
- Actively communicated with the Art and Post Production teams to realize my vision of costumes, sets, and visual effects

Rose Donohue: SAG Short Film

February 2015 - June 2015

Producer

- Accomplished all necessary paperwork for SAG signatory
- Coordinated a shooting schedule to accommodate a cast of all SAG actors
- Planned catering and craft services to accommodate various dietary restrictions
- Preemptively ascertained and gathered the necessary materials needed to address emergency concerns on set

Hungry: Short Film

December 2014 - May 2015

Producer

- Communicated with the Director the necessary expectations and goals required for a successful shoot
- Analyzed script and workshopped changes in character motivations and comedic beats
- Supervised several departments and ensured they stayed within their respective budgets
- Utilized Microsoft Excel to make call sheets

Aijou (Affection): Japanese Short Film

January 2014 - May 2014

Writer, Director, Producer

- Worked with Japanese transfer student to translate the script's dialogue from English to Feudal era Japanese
- Scouted and secured a location in New York for the film's Japanese setting
- Utilized an authentic Japanese kimono shop that provided appropriate class-based kimonos for the film
- Outlined and rehearsed the blocking and movements of sword duel scene with fight choreographer

Angsty Dawn: Short Film

December 2013 - May 2014

Producer

- Acquired location permit for Fort Totten chapel
- Created breakdown sheets for each scene utilizing Celtx
- Scheduled a timely agenda for the director to scout locations and accomplish necessary preproduction tasks
- Analyzed film set concerns and utilized problem solving skills to resolve obstacles

Hofstra Activities

Filmmakers Club 2013-2015 **Office of Residence Life** 2013-2015 **Ballroom Dance Club** 2014-2015
WebMaster **Resident Assistant** **Public Relations Chair, CoFounder**