

Kenneth Broadway

570 W 172nd Street, #2B
New York, NY 10032

(803) 968-3549
broadway.kenneth@gmail.com

OBJECTIVE: To obtain a position as a Production Assistant

PRODUCTION EXPERIENCE

SOMEDAY THIS PAIN WILL BE USEFUL TO YOU, FEATURE FILM New York, NY

August 2010 – present, **Art Production Assistant**

- Supported the Art Department with various clerical and on-set duties
- Managed petty cash reports and other paperwork

MARGIN CALL, FEATURE FILM New York, NY

June 2010 – July 2010, **Art Department Intern**

- Assisted the Set Decorator with shopping trips around the city and dressing the sets
- Managed petty cash reports

UGLY BETTY, SEASON FOUR New York, NY

February 2010 – April 2010, **Art Department Intern**

- Researched images to assist the art directors with their designs
- Carried out administrative duties like: distributing paperwork, answering phones, taking lunch orders, collating scripts, processing purchase orders, composing spreadsheets, etc.

BIG BEACH FILMS New York, NY

January 2010 – May 2010, **Development Intern**

- Evaluated books and scripts to determine cinematic potential and wrote script coverage
- Handled an array of office responsibilities such as: covering the phones, greeting visitors, compiling and organizing research, updating the submissions log, etc.

POINTLESS, GAME SHOW PILOT New York, NY

May 2010, **Art Production Assistant**

- Prepped and dressed the set for filming
- Helped strike the set after production finished

THE ORLANDO 24-HOUR FILM FESTIVAL Orlando, FL

December 2008 – February 2009, **Administrator**

- Defined the parameters of the contest's challenges and formulated the regulations
- Composed promotional text for the website, www.24hourfilm.com

HOMECOMING, SHORT FILM Winter Park, FL

February 2009, **First Assistant Director**

- Determined the shooting order of each day
- Coordinated the operations of the crew and dictated the pace of the production

EDITORIAL EXPERIENCE

THE LITERARY GROUP INTERNATIONAL New York, NY

November 2009 – April 2010, **Editorial Intern**

- Evaluated submissions to determine literary quality and marketability
- Executed various clerical tasks such as: maintaining a call log, sorting mail, writing rejection and cover letters, etc.

BOOKSURGE, LLC Charleston, SC

November 2004 – May 2010, **Outsource Editor**

- Reviewed manuscripts and offered comments on grammar and content
- Composed press releases and marketing copies, including text for the books' back covers

EDUCATION

June 2009	Full Sail University	Winter Park, FL
	Bachelor of Science Degree, Film	GPA – 4.0/4.0
August 2004	Francis Marion University	Florence, SC
	Bachelor of Arts Degree, English	GPA – 4.0/4.0
Spring 2004	DeMontfort University	Leceister, England UK
	Study Abroad Program	