

KYLE MANN

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LOS ANGELES EXPERIENCE

AFI short *The Haircut*, Production Assistant June 2014

- Set up and broke down production equipment, tents, and catering.
- Multi-tasked to assist a variety of departments including grip, sound, and catering.
- Assisted the transportation and set up of dolly and crane.

Broken Dreams Blvd, Key Production Assistant June 2014

- Assisted the DP in executing lighting logistics for interior, exterior, and green screen shots.
- Built green screens and dressed sets.

Stay-At-Home Actors, Production Assistant June 2014

- Assisted DP in building and breaking down lighting set-ups.
- Operated boom and taught crew members how to use a Zoom H4n Recorder.

Josephson Entertainment, Development Intern January-May 2014

- Compiled writers' lists and conducted research on avails.
- Answered/transferred phone calls.
- Wrote coverage on specs, novels, and short stories.
- Ran errands to support the office staff.

Carousel Productions, Development Intern January-May 2014

- Wrote coverage on specs, novels, and pilots.
- Administered office maintenance, script copies, and trade readings.
- Conducted industry research and tracking for round table discussions.

TEXAS EXPERIENCE

Land of Memories, Producer September-December 2013

- Planned production schedule.
- Managed a heavy flow of e-mails to secure cast and crew.
- Composed Excel spreadsheets for call sheets, script breakdowns, and prop lists.

Austin Film Festival, Conference Room Manager October 2013

- Managed and delegated responsibilities to a team of volunteers.
- Oversaw panel schedules and effectively controlled crowds of 60+.

Texas Student Television, Production Assistant/Volunteer 2011-2013

- Assisted productions as director, editor, boom operator, grip, and camera operator.
- Oversaw editing in the control room.
- Executed studio production logistics in lighting, sound, camera, and set design.

SKILLS:

Additional Film: script breakdowns, scheduling, DSLR, Avid, Adobe Premiere.

Office: phones, e-mail, Google Drive, MS Office, organization, research, social media.

EDUCATION:

The University of Texas at Austin

BS Radio-Television-Film

GPA 3.81

May 2014