



# Sahiba Kaur



<http://staffmeup.com/profile/sahibakaur>

## Summary

(347) 641-3116

Hi! I've been managing film and episodic segment projects during the pre and post production stages alongside working hands on with the camera for cinematography. I am diligent and a quick learner and will be open minded to build a creative environment.

## Credits

### POST PRODUCTION COORDINATOR – Victoria's Secret Documentary

4/23 – 6/23

Pulse Films — Film (Feature-length) — Pulse Films [Details](#)

Processing RAW images from photographers in Capture One and Adobe Bridge Locating Hi-Res images from the archive for store signage, display, and design teams Organizing and backing up image database Resizing and uploading images to servers for Design, PR and Social Media teams Watermarking images for design placement Retouching images for final publication Communicating with other teams such as Social, PR and Web Design to ensure all image needs are met in a timely manner Scheduling Assistance – Perform edit session scheduling duties as delegated by the Senior Manager, Post Production Scheduling/ Budgeting Archiving media

### STORY ASSOCIATE PRODUCER – Dancing With The Stars (Season 31)

9/22 – 11/22

Disney+ — TV — AER [Details](#)

Story Assist producers on behind the scenes content, film and schedule rehearsals, create and log story so far segments, Timecode. Assist filming rehearsals, talent assistant, Beat Sheets.

### PRODUCTION COORDINATOR – Courageous Studios / Morgan Stanley Space

10/22 – 10/22

Morgan Stanley — Advertising — CNN Courageous Studios [Details](#)

Work closely with various teams, including marketing, design, and product development, to understand their specific requirements and ensure that the content produced aligns with the overall marketing and branding strategy. Utilize your in-depth knowledge of product photography principles and styling techniques to capture captivating visuals that highlight the unique features and qualities of our products. Coordinate Location, team, and equipment necessary for campaign launch

### PRODUCTION COORDINATOR – Hip Hop Treasures (Season 1)

1/22 – 9/22

A&E — TV — Pulse Films [Details](#)

Production/Travel Coordinator and Assistant to Producers as well. Story PA on sets, locking location shoots, assist with one sheets and hot sheets. Sourcing music, research story ideas. Facilitating the production schedule, budgets, equipment rentals, transportation, locations, catering, billing, and communicating with crew members. Manage Petty Cash in field, track receipts and reconcile envelopes. Booking Travel & Applying for Permits & Visas.

### PRODUCTION COORDINATOR – Impractical Jokers (Season 18)

1/22 – 1/22

Tru TV — TV — NorthSouth Productions [Details](#)

Facilitating the production schedule, budgets, equipment rentals, transportation, locations, catering, billing, and communicating with crew members. Manage Petty Cash in field, track receipts and reconcile envelopes. Plan meals and crafty for each shoot. Booking Travel & overseeing all logistics Applying for Permits & Visas Production Cost Reconciliation Liaising with Fixers Production Logistics (booking crew, rental vehicles, pulling permits) Manage day to day production

### PRODUCTION COORDINATOR – Netflix India

11/21 – 12/21

Netflix — Digital — Netflix [Details](#)

Facilitating the production schedule, budgets, equipment rentals, transportation, locations, catering, billing, and communicating with crew members. Work alongside line producer and Executive in Charge to prepare & organize for International Emmy's Award show, Netflix India Junket Video and Field Video Shoots. High profile talent assists and manage Petty Cash in field, track receipts and reconcile envelopes. Plan meals and crafty for each shoot. Booking Travel & overseeing all logistics Applying for Permits & Visas Production Cost Reconciliation Liaising with Fixers Production Logistics (booking crew, rental vehicles, pulling permits) Manage day to day production

## PRODUCTION COORDINATOR (JERSEY SHORE FAMILY VACATION)

9/21 – 12/21

Staff Position — 495 Productions [Details](#)

Facilitating the production schedule, budgets, equipment rentals, transportation, locations, catering, billing, and communicating with crew members. Manage Petty Cash in field, track receipts and reconcile envelopes. Plan meals and crafty for each shoot. Booking Travel & overseeing all logistics Applying for Permits & Visas Production Cost Reconciliation Liaising with Fixers Production Logistics (booking crew, rental vehicles, pulling permits) Manage day to day production

## PRODUCTION COORDINATOR – Complex Networks

3/21 – 8/21

Macy's, Dior — Advertising — COMPLEX MEDIA [Details](#)

Support Production team and line producer on large and small scale campaigns that include video and photo shoots. -Develop call sheets with campaign producers on Sethero. - Assist the production team with assigning and managing crew, location, props, talent, etc. -Assist with booking travel and pulling permits, credit card reconciliation, Invoice processing with Nexonia. -Assist the Legal team with contract preparation and releases. - -Organize cloud based drive with campaign related paperwork (Invoices, receipts, COI's, contracts, etc.) Be a hand-on set as needed.

## AUDIENCE COORDINATOR – Patriot Act (Season 3)

5/19 – 3/20

Netflix — TV — Onset Productions, LLC [Details](#)

Recruit Audience Members, Handling Ticket Requests, Audience Check In, Supervise Audience Members, Stage Set Up

## PRODUCTION ASSISTANT – Dear Parents

12/19 – 1/20

Film (Short) — The Golden Cut Productions [Details](#)

Head Gaffer, Prepare the set with lights, props, equipment etc. Assist costume designers, directors, camera crew and other crew members Printing and distributing daily paperwork (e.g. scripts, call sheets)

## AUDIENCE COORDINATOR – Teen Mom OG Reunion (Season 3)

6/19 – 10/19

MTV — TV — MTV Networks (Viacom) [Details](#)

Recruit Audience Members, Handling Ticket Requests, Audience Check In, Supervise Audience Members, Stage Set Up

## OPERATIONS COORDINATOR – Victoria Secret

1/15 – 7/19

Corporate — Victoria's Secret [Details](#)

Manage telephone and front-desk reception in a high-volume environment. Facilitate updates and organization of company database and files. Restore organization to personnel, financial and operational records and accelerated data input, processing and retrieval times. Recruit, select, train, assign, schedule, coach, counsel Meet or exceed operations labor budget expectations Manage staff levels, wages, hours, contract labor to revenues Responsible for all department managers and supervisors, with review/approval responsibility for all operations employees

## PRODUCTION ASSOCIATE – Some Spider Studios

6/19 – 6/19

Huggies — Advertising — Some Spider Studios [Details](#)

Perform production tasks according to standard operating procedures and manufacturing guidelines. Guide other Associates in their assigned duties when needed. Coordinate with Production Manager to prioritize and schedule work orders to meet deadlines.

## AUDIENCE COORDINATOR – Beat Bobby Flay (Season 14)

4/19 – 6/19

Food Network — TV — Rock Shrimp Productions [Details](#)

Recruit Audience Members, Handling Ticket Requests, Audience Check In, Supervise Audience Members, Stage Set Up

## PRODUCTION COORDINATOR – Journey Into India

1/18 – 6/18

PBS — Film (Feature-length) — Direct Pictures [Details](#)

Responsible for scheduling and assigning casting positions. -Collaborate alongside production, shot and direction planning. - Coordinate in video production including writing, acting, sound and cinematography. -- Manage Post Production editing duties ensuring all edits are up to schedule. Booking Travel & overseeing all logistics Applying for Permits & Visas Production Cost Reconciliation Liaising with Fixers Production Logistics (booking crew, rental vehicles, pulling permits) Manage day to day production

## KEY PRODUCTION ASSISTANT/COORDINATOR – America's Got Talent (Season 14)

9/18 – 11/18

NBC — TV — NBC Universal [Details](#)

Alongside being a Senior Production Assistant, I've also coordinated the NYC Talent auditions and shoots. Booking Assistants, Creating call sheets and schedules, work with producers to ensure an organized reality shoot is scheduled and talent is chosen, overseeing production assistants.

## PRODUCTION ASSISTANT – Big Fears, Little Risks

9/18 – 9/18

Netflix — TV — Netflix [Details](#)

Responsible for setting up light equipment, sound equipment, boom operator, running errands, release forms, assisting Director and Cinematographer on set.

## PRODUCER – YC Cure For Conflict (Season 2)

1/18 – 5/18

TV — Manhattan Neighborhood Network [Details](#)

- Produce, Write and Edit new ideas weekly for the Youth Media Channel programs "Youth Channel Weekly," "YC Cure For Conflict," "YC Podcast" & more - Coordinate in video production including writing, acting, sound and cinematography

## PRODUCTION MANAGER – Up In Smoke

9/17 – 5/18

Film (Short) — Film Independent Project [Details](#)

-Responsible for scheduling and assigning casting positions. -Collaborate alongside production, shot and direction planning. - Coordinate in video production including writing, acting, sound and cinematography. -- Manage Post Production editing duties ensuring all edits are up to schedule. Booking Travel & overseeing all logistics Applying for Permits & Visas Production Cost Reconciliation Liaising with Fixers Production Logistics (booking crew, rental vehicles, pulling permits) Manage day to day production

## PRODUCTION COORDINATOR – Extra Innings

1/17 – 1/18

Film (Feature-length) — Simba Productions [Details](#)

Responsible for scheduling and assigning casting positions. -Collaborate alongside production, shot and direction planning. - Coordinate in video production including writing, acting, sound and cinematography. -- Manage Post Production editing duties ensuring all edits are up to schedule. Booking Travel & overseeing all logistics Applying for Permits & Visas Production Cost Reconciliation Liaising with Fixers Production Logistics (booking crew, rental vehicles, pulling permits) Manage day to day production

## SET PRODUCTION ASSISTANT – Night Cap (Season 2)

1/16 – 6/17

TV — Manhattan Neighborhood Network [Details](#)

Responsible for scheduling and assigning casting positions. -Collaborate alongside production, shot and direction planning.

## PRODUCTION MANAGER – Living The Dream (Season 1)

1/15 – 4/15

TV — Manhattan Neighborhood Network [Details](#)

Assisted with the shows "Living the Dream" and "Food for Thought" -Responsible for scheduling and assigning casting positions. Coordinate in video production including writing, acting, sound and cinematography. -- Manage Post Production editing duties ensuring all edits are up to schedule. Booking Travel & overseeing all logistics Applying for Permits & Visas Production Cost Reconciliation Liaising with Fixers Production Logistics (booking crew, rental vehicles, pulling permits) Manage day to day production

## Education |

City University of New York - Hunter College | Bachelor's - Film Production

## My Gear

Red Raven Camera Kit Sony PXW-X180 Professional Camcorder

## Skills

Casting Budgeting Adobe Premiere Microsoft Excel Adobe Photoshop quick learner Excellent people skills

Strong organizational skills ability to multitask Software: Final Cut Pro Problem Solve and Prioritize

Proficient in Microsoft Office: Word