

NOAH JACOBS

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EXPERIENCE

AUGUST 2017– PRESENT

SET PRODUCTION ASSISTANT, PARAMOUNT NETWORK

- Supported crew and management on set
- Performed lock-ups
- Yelled rolls and cuts for the ad department

JULY 2017

PRODUCTION ASSISTANT, SHARP ENTERTAINMENT

- Facilitated releases
- Supported crew and management on set
- Collected walkie-talkies
- Helped with equipment

JUNE 2017

FIELD COORDINATOR, OPTOMEN PRODUCTIONS

- Delegated production assistants
- Facilitated meals
- Set up walkie-talkies for all crew
- Supported crew and management on set
- Shuttle driver
- Kept crew and management hydrated
- Fire watched vehicles

JULY 2016-AUGUST 2016

SET PRODUCTION ASSISTANT, BROKEN GHOST L.L.C.

- Working directly with the assistant director department; performed lock-ups, handed out sides and call sheets to all departments and completing daily tasks for the ad department, such as handing out walkie-talkies as needed and driving crew to set
- Setup crafty, and helped each department as needed
- Performed fire watches over the equipment on set
- Put walkie-talkies in picture cars when needed for filming on roads and highways
- Performed trash sweeps periodically
- Called out rolls and cuts for the ad department
- Relayed information to cast and crew from the ad department
- Delegated assistants/interns

JUNE 2014-JUNE 2016

PRODUCTION TECHNICIAN, NBC MONTANA

- Operated the cameras and teleprompter
- Floor director
- Printed and separated scripts
- Operated audio board
- Feeds editor
- Operated bit-central playout and advanced graphics during show
- Made over the shoulder keys and full-screens using Photoshop
- Set up lighting with assistant news director
- Setup and operated live shots during show
- Changed light bulbs in the newsroom
- Shot weather video using a field camera

APRIL 2015-NOVEMBER 2015

PROMOTIONAL ASSISTANT, NBC MONTANA

- Made and received calls from a multi-line telephone system
- Ran errands, received mail
- Communicated between clients, sales, production, and news

FEBRUARY 2013

SET PRODUCTION ASSISTANT, ACTIVETV

- Distributed walkie-talkies for each days use and organized keys for drivers
- Shuttle driver for executives
- Supported management and crew on set

STUDENT FILM EXPERIENCE

APRIL 2013-DECEMBER 2013

PRODUCER, SOILED DOVES

AUGUST 2013-JANUARY 2014

PRODUCER, THE PITCH

AUGUST 2013-JANUARY 2014

PRODUCER, THE DEVIL'S TOLL

AUGUST 2013-FEBRUARY 2014

PRODUCER, BLAZE

- Locked locations and solved any issues that arose on-set during the shoot
- Developed preliminary schedule and budget, and ensured shoot was done in a timely fashion
- Managed on-set crews and assisted with entire film production; while securing permits, collaborating with vendors, and securing orders
- Processed food orders for crew and maintained budgetary expenditures
- Assisted with entire film production while overseeing budget
- Negotiated deal memos

EDUCATION

MAY 2014

BACHELOR OF ARTS IN FILM PRODUCTION, MINOR IN COMMUNICATION,
ARIZONA STATE UNIVERSITY, GPA 3.86

MAY 2008

ASSOCIATE OF APPLIED SCIENCE IN MOTION PICTURE TELEVISION PRODUCTION
DECEMBER 2010

ASSOCIATE OF APPLIED SCIENCE IN MOTION PICTURE TELEVISION PRODUCTION,
SCOTTSDALE COMMUNITY COLLEGE, GPA 3.79

SKILLS

- Team player
- Management
- EP Budgeting & EP Scheduling
- Ability to multi-task
- Attention to detail

ACTIVITIES

Head Start Volunteer	2009-2011
Best Community Volunteer with Head Start	2009
International Club: President	2007-2008
Vice President	2006-2007
Scholarship to Australia and New Zealand	2006

REFERENCES UPON REQUEST