

CHARLES PARKER NEWTON

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Experience

Producer/Assistant Director, Optomen Productions, New York, NY (2013-2015)

Produced historical reenactments for Travel Channel, Animal Planet, and Discovery ID
Cast talent, sourced locations, devised budgets and drafted schedules for 50+ episodes
Assistant Directed multiple day shoots of 30 person cast/crew
Directed Second Camera Unit on set of dramatic reenactments
Collaborated with post-producers on shot lists and scripts, from rough to final cuts
Field Produced Host shoots both in studio and in the field
Elevated morale to an ultimate high throughout all departments

Production Coordinator, Optomen Productions, New York, NY (2012–2015)

Coordinated 100 person crew for Food Network's, *Worst Cooks in America* (4 Seasons)
Assigned specific tasks and goals for a team of Production Assistants
Catalogued Production Orders for gear, equipment, crafty, rentals, parking, etc.
Managed large quantities of petty cash
Expedited delivery of shot tapes to the post house
Conducted all pre-production administrative tasks
Ensured timely execution of general logistics to maintain daily schedule and budget

Freelance Production Assistant, New York, NY (2009–2012)

Worked extensively with several production companies in New York City
Drove various trucks and vans (14, 16, 24ft) with ease and skill.
Familiar with multiple rental houses throughout New York City
Coordinated with AP on logistics, budget, and schedule
Oversaw and assisted set construction on location
Acquired strong knowledge of G/E equipment and setup
Facilitated pickups and drop-offs for weeklong shoots
Built strong rapport with producers, directors, and entire cast and crew

Skills

Mac OS/Windows fluent
Own/operate Canon 7D
Proficient with power tools
Advanced communication skills
Final Cut Pro, Word, Excel, ProTools, Breakdown Express, Gimp, YouTube.
Produced several award winning short films and sketches
Comfortable managing stressful situations
Ability to get things done under strict time constraints
Comfortable working both on- and off-set

Education

University of Southern Maine, Portland, Maine (Class of 2008)

Bachelor of Arts in Theater/Film

Upright Citizens Brigade Theater, New York, NY (2010–2014)

Graduate of the Advanced Study Improvisation Program

References

Available upon request