

James Louise

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WORK EXPERIENCE

Our Father – Short

Producer/ Hair & Makeup/ Supporting Actor

Atlanta, GA
2025

Vanderbilt Office Properties

Three Ravinia Property Admin

Atlanta, GA
2023 – 2024

- Construct Property Management office space from empty to fully functional work environment
- Facilitate ownership transition; execute over 40 account transfers, including telecommunication, wifi, and cable
- Develop and maintain relationships with internal and external vendors and tenants
- Coordinate with assistant general manager to execute account payments and transaction reconciliation
- Work to expand and improve tenant amenities, focusing on healthy lifestyle and community engagement

The Little Theater Story – Pilot

Unit Production Manager

Atlanta, GA
2023

Breaking Fast with a Coca Cola – Short Film

2nd Assistant Director

New York, NY
2022

- World Premiere SXSW 2023

FBI MOST WANTED – Episodic

Line Producer's Assistant

New York, NY

- Facilitate construction, update, and distribution of production schedule, director tracking, and DGA Script Confirmation forms
- Manage office and calendar, with strict adherence to updated changes
- Coordinate top-cast public relation requests, utilizing resources to determine availability and deliver minute itineraries

Assistant to Todd Arnow, Executive Producer (Season 3, Ep 10–22)

2021 – 2022

- Provide episodic breakdowns and scene-by slugs, emphasizing notable production costs/ requirements and cast by scene

Assistant to Steven Felder, Producer (Season 3, Prep & Ep 1–9)

2021

- Introductory experience assisting schedule building for each episode, with consideration of additional shoot days and units
- Draft emails, memos, and acting liaison between producer and studio executives, where appropriate
- Coordinate with talent managers and agents to address various concerns, providing reasonable solutions
- Facilitate potential hires, from resume consolidation, availability confirmation, to interview
- Coordinate set locations, daily schedules, and transportation for producer

Production Office PA (Seasons 1 & 2)

2020 – 2021

- Manage daily office operations, including paperwork documentation and distribution, and supply inventory. Optimize storage space Regularly systematize episodic cast lists. Anticipate and fulfill needs of producers, directors, and office staff, ensuring efficient communication and task execution
- Demonstrate adaptability to ad hoc requests including: prep, customize, and maintain >10 greenroom spaces and producer offices, parking lot restructure, with adherence to minimal budget
- Prepare and submit DGA applications for three individuals; organize wrap drives spanning a decade; confirm eligibility by cross-referencing deal memos, pay records, call sheets and production reports; deliver finalized digital copies of completed books

ATLANTA FILM SOCIETY & FILM FESTIVAL

Marketing & Communications Lead

Atlanta, GA
2016 – 2019

- Liaise with sponsors, PR firms, filmmakers, and customers participating in events
- Multi-task cross-departmental collaborations in fast-paced environments
- Engage with 5,000+ patrons and talent throughout annual 10-day festival; including social media communications, customer-facing roles, assist operations, host filmmaker events. Execute red carpet logistics.
- Manage communication of all platforms: construct weekly newsletter, special event notices, and daily festival-highlight newsletter
- Develop brand, and manage all social media platforms, including Instagram, Facebook, Twitter, and LinkedIn; curate visual content, create and introduce new "voice" with extensive copywriting
- Restructure merchandise campaign to return the first profit in 40 years; expertise negotiating with vendors

STRENGTHS & SKILLS

Communication, Critical Thinking and Problem Solving, Detail-oriented, Resourceful, Empathetic
Creative Writing, Community Engagement, Brand Management, Copywriting, Blog & Content Writing, German Proficiency
Scenechronize, FinalDraft, Dropbox, Mac & PC, Google Suite, Microsoft Suite, DocuSign