

# GAUTAM SINGHANI

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## EXPERIENCE HIGHLIGHTS

**Immortal Cinema International | Production Manager | Los Angeles, CA & New York, NY** **August 2013 – Present**

- Plan and supervise all phases of projects, including budgeting, scheduling, and post-production supervision
- Manage production shoot needs: casting talent, scouting locations, hiring catering services, and recruiting production teams
- Develop and maintain relationships with freelance talent, creative teams, vendors, and clients such as Rolling Stone and US Weekly

**SURREEL | Production Manager & Coordinator | Los Angeles, CA & New York, NY** **August 2013 – Present**

- Oversaw projects from pre-production to post-production while monitoring the budget and providing feedback to the producer
- Secured locations through persuasive negotiation skills, acquired filming permits, managed catering, and safely returned equipment
- Assisted Producer with organizational and administration needs, provided on-location sound mixing services, and assisted with editing for:
  - *Food Network: New York Food & Wine Festival (Advertorial; 2015)*
  - *Chinese Pop Star Miu Miu: "Wrong Love" (Music Video; 2014)*
  - *Metallica: "Through the Never" (Rolling Stone Featurette; 2013)*

**Ghost Pepper | Freelance Production Manager | New York, NY** **December 2015 – January 2016**

- Prepare budgets, lead negotiations, and facilitate the preparation of the production unit
- Coordinate arrangements for the hiring, transportation, and accommodation of cast and crew
- Act as a liaison with the local authorities regarding locations and filming permits for public property

**NBCUniversal Media | Assistant to Director of Production | New York, NY** **November 2015 – December 2015**

- Credited on NBC for the "89th Macy's Thanksgiving Day Parade" & "Christmas in Rockefeller Center"
- Assisted the Directors and Producers of the Lachman Production Company during the pre-taping session and rehearsals
- Set up and maintained a satellite office in the Paramount building, corresponded with outside vendors, and escorted talent

**Park Productions | Production Manager & Coordinator | Ithaca, NY** **May 2013 – May 2014**

- Produced and edited *Ithaca in Action*, an award-winning short film for Ithaca College's 2013 Convocation Ceremony
  - Awarded "Excellence in Production Quality" at the 2013 Las Vegas Broadcast Education Association (BEA) conference
- Coordinated and supervised a crew of 10 to film a series of short educational films for Cornell University's *Naturalist Outreach Project*
- Consulted for numerous clients in creating promotional videos, including Ithaca's Visitor Bureau, Cayuga Wine Trails, and Cornell University

**Traction Media | Office Production Assistant | Beverly Hills, CA** **August 2013 – December 2013**

- Supported Producers in researching, submitting, and monitoring Oscar Nomination for the feature film *Short Term 12*
- Screened various films for studio Executive Producers and provided administrative support to the President of Traction Media
- Completed coverage for scripts being considered for development, as well as maintained an incoming script and DVD submission log

## TECHNICAL SKILLS

**LANGUAGE** | English (Native), French (Limited Working Proficiency), Hindi (Limited Working Proficiency)

**PROGRAMS** | Movie Magic, AVID, Final Cut Pro 7, Adobe (Premiere, After Effects, Photoshop), Microsoft Office Suite

**WORKFLOW** | RED Epic-X, Sony NEX-FS100, Cannon C100, Cannon 5D MKIII, Nikon D810, Aaton XTR and Bolex (16mm)

## EDUCATION

**Ithaca College** Roy H. Park of Communications | **Bachelor of Science in Cinema and Photography** • Minor: Psychology | May 2014