

RJ

Robert Johnson

Production Assistant

Production Assistant with three years across unscripted TV, branded content, and indie features. Comfortable on set and in the office, juggling call sheets, talent runs, and last-minute schedule rewrites. Known on crews for keeping the AD team calm during 14-hour shoot days.

PROFESSIONAL EXPERIENCE

SET PRODUCTION ASSISTANT | STAGEWOLF PICTURES, BURBANK, CA
2023 – PRESENT

- Lock-up base camp and exterior locations on a 6-episode docuseries, coordinating 47 background talent across two unit moves per day
- Build daily call sheets in StudioBinder, distribute to crew of 60+ by 9 PM wrap, and chase missing paperwork before payroll cutoff
- Drive talent and producers between LAX, hotel, and set; track mileage and per diems for the production accountant
- Stepped in as 2nd AD for a week when the regular was sick, ran background extras and got positive notes from the line producer

OFFICE PRODUCTION ASSISTANT | HALFTONE CONTENT STUDIO, GLENDALE, CA
2022 – 2023

- Supported 3 producers on branded shoots for Honda, Chipotle, and a regional bank, prepping crew packets and shoot binders
- Booked travel and lodging for 80+ cast and crew across 12 shoots, kept the budget tracker within 4% of estimate every job
- Logged and labeled drives at wrap, handed clean media to editorial within 24 hours of returning from location
- Cleared music and stock footage rights, organized signed releases in Airtable for the legal team

PRODUCTION INTERN | CARBON HOLLOW FILMS, PASADENA, CA
SUMMER 2021

- Shadowed the line producer on a SAG ultra-low-budget feature shooting 18 days in the Mojave
- Built and updated the prep schedule in Google Sheets, flagging conflicts with the DP's gear holds
- Ran lunch orders and craft service for 22 crew daily, kept dietary restrictions tracked and accurate

EDUCATION

B.A. Film and Television Production, Loyola Marymount University, 2021

CONTACT INFORMATION

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KEY SKILLS

- StudioBinder
- Movie Magic Scheduling
- Airtable
- Google Workspace
- Slack
- Call sheets and production reports
- Walkie etiquette
- Petty cash reconciliation
- Travel and lodging booking
- Set lock-up and crowd control
- California driver's license, clean record