

Reginald E. Luck, Sr.
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SKILLS AND QUALIFICATIONS

PRODUCTION MANAGEMENT

- *Organize the necessary needs of the production staff, engage the media, created and managed project budgets insuring productions were keep on-time and within the guidelines, location agreements & permits, SAG/AFTRA & Extras paperwork, assist in daily production tasks, ensure the production schedules are met, complete production reports in required format. Lead daily production meetings with crew to reinforce safety rules both on and off set. Completed projects on time and under budget for award-winning short films.*

PRODUCTION COORDINATOR

- *Managing schedules and budgets using Movie Magic Budgeting and Scheduling to create and manage each project ensuring that they were keep on-time and within the guidelines. Created and distributed call sheets for the production, meet the needs of crew members on set, perform various general administrative duties.*

POST-PRODUCTION EDITOR

- *Logging and syncing of footage and creating teaser reels, work Producers and Directors to select the best takes for each scene and discuss how they should be cut. Known for completing work on time and under budget.*

AUDIO ENGINEER

- *Record and logging of audio during filming, coordinate AOR sessions, work with Producers and Directors to select the best takes to sync with each scene.*

PERSONAL

- *9-year U.S. Air Force veteran who works well under time constraints.*
- *Certified: OSHA-10 Safety Coordinator and Certified COVID-19 Compliance Officer*
- *Extensive experience with Movie Magic Scheduling and Budgeting software.*
- *Expert office manager, PC and Mac user, fax, photocopier, 10 key adding machine, telephone.*
- *GSuite and Microsoft Office Expert, Excellent people, leadership, and organizational skills.*
- *Well organized and detail oriented.*
- *Good with multi-tasking. Fast learner.*

EXPERIENCE

2010 - Present

Premiere Digital Services – 2022

Digital Media Coordinator

Source and validate assets according to service specifications and the distribution (delivery) of content to broadcasters and digital service providers.

Salty Pictures (Disney School Musical Season 3) – 2021- 2022

COVID-19 Vaccine Testing Administrator

Monitor production staff and crew following COVID-19 filming compliance. Register staff and crew for testing. Notify positive testers of next steps. Review and update vaccine and booster verifications of staff and crew.

One Up Group – November - December 2021

Stage Manager

Coordinate set design and decoration during corporate awards ceremony.

Our House Productions (Big Brother Season 22 & 23) – 2020 to 2021

COVID-19 Safety PA

Monitor production staff and crew following COVID-19 filming compliance.

Disneyland Resort - Parade Support/Broadcast Services - 2010 to Present

Production Coordinator/Production Assistant

Escort VIP's and schedule and monitor media crew and interviews throughout the theme park during special events. Tactful communication with all levels of personnel.

ADA30 Lead On! – 2020

Music Supervisor

Created music for different segments of the show which celebrated the thirtieth anniversary of the signing of the ADA. Secured clearances for all music used.

New York Film Academy - Various Productions - 2015 to 2018 - Short Films, Non-Union

Production Coordinator

Collaborate with the Director and Writer. Scout location, control auditions, choreograph stunts, production design, set decorating, edit raw footage, music, VFX. Created production budgets and schedules effectively managed to keep production running within the guidelines set by the production. Tactful communication with all levels of personnel.

Axiom/TOG Productions/RaT Works Films - Commercial Production – 2001 to Present

Production Manager/Set Coordinator

Escort talent to/from set. Handle all deal memos and agreements and personnel. Used scheduling and budgeting software to effectively keep projects on-time and within the budgets set forth by the producer. Tactful communication with all levels of personnel.

EDUCATION

New York Film Academy

Burbank, CA

Bachelor of Fine Arts in Producing for Film and Television

Recording Radio and Film Connection

Los Angeles, CA

Certificate in Audio Engineering