

JACK NEWSOME

FILM AND TELEVISION CREATIVE CONTENT SPECIALIST

DEVELOPMENT AND EXECUTIVE ASSISTANT EXPERIENCE

Entertainment 360 | Los Angeles, CA | June 2024–Present

Assistant to Literary Manager and Producer

- Assisted in planning and executing Oscar winning campaigns for *FLOW - Best Animated Feature Film* and *I'M NOT A ROBOT - Best Live Action Short* at the 97th Academy Awards.
- Conduct creative analysis and script coverage for writer and showrunner clients to support the development of high-quality scripts and projects.
- Provide comprehensive administrative support for a manager representing high-profile filmmakers, writers, and showrunners, including phone and calendar management, expense reporting, travel arrangements, and managing correspondence and material tracking.

Activist Artists Management | Los Angeles, CA | January–December 2023
Executive Assistant

- Provided comprehensive administrative support to founding partner and executive team of full-service talent management, integrated media and advisory firm with a diverse roster across the entertainment industry.
- Greeted clients and customers, responded to inquiries, conducted research and analysis, prepared reports and presentation materials, scheduled meetings, compiled notes and action items, arranged complex travel, managed calendars, tracked submissions, contracts and documents.

Sony Pictures Entertainment | Los Angeles, CA | September–December 2022
Acquisitions Development Intern

- Reviewed, assessed, and drafted coverage reports for script submissions.
- Assisted with project-by-project analysis of films, promotions, and submissions for international distribution.
- Contributed to the development of Stage 6 Films/SPWA projects with notes, casting and director ideas, and formulated market research projects.

Blumhouse Productions | Los Angeles, CA | September–December 2021
TV Scripted Development and Programming Intern

- Wrote coverage on television scripts and submissions and assisted in developing new television content.
- Assisted with administrative duties and day-to-day tasks including attending company meetings, speaker series and screenings.

ADDITIONAL EXPERIENCE

Industrial Scripts | Script Development Consultant | January 2024–Present

- Analyze script submissions by providing thorough feedback on plot, structure, characters, and formatting, ensuring they meet industry standards and are viable for the market and film and television circulation.

USC Athletics | Digital Marketing and Promotions Intern | August 2021–Dec 2022

- Advised staff on marketing and promotional efforts for USC sports to increase attendance, implemented direct marketing tactics geared towards recruits, and managed website and communication materials.

LEADERSHIP AND INVOLVEMENT

Young Entertainment Professionals | Member | August 2020–Present

- Participate in networking events featuring attendees from major studios, agencies, and production companies.

CONTACT



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https://jacknewsome.myportfolio.com

EDUCATION

University of Southern California
School of Cinematic Arts

Degree: BA, Cinema and Media Studies

Minor: Screenwriting

Honors: Magna Cum Laude

Relevant Coursework: Film and Media Theory, Script Analysis, Screenwriting, Motion Picture Editing, Television Writing, Entertainment Business, Advanced Motion Picture Script Analysis

SKILLS

Administrative: office management, meeting coordination, calendaring, travel arrangements, research and analysis, presentation and report preparation, document and contract management, correspondence, editing and proofing, note taking, work tracking

Creative: script coverage, creative development, pitching, digital marketing and communication, web design, film editing

Technical: Google Suite, Adobe Creative Cloud, Office 365 Suite (Outlook, PowerPoint, Excel), Avid Editing, WordPress, HTML, CSS

Languages: German (Advanced).

INTERESTS

Film and Television Development, Film and Television Writing, Media Producing, Marketing, Talent and Literary Management