

Thomas Arthur Major

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Objective:

To take my skills and experience, and transition into a role focused on development and producing. I am passionate about story and putting together everything a project needs to become a reality.

Skills

- Highly organized multi-tasker who thrives under deadlines with seven years of experience in development and production.
 - Computer skills include Microsoft Office products, Final Draft, Final Cut Pro, Fade In, Google Mail and Sheets, Libre Office, and Keynote.
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Selected Professional Experience

Chris Sanders, FOX, Disney – Production Assistant

“Call of the Wild” / Feature Film / Oct 2019 – Sept 2019

- Acted as liaison between the ADs/production and the VIPs at video village. Worked with director Chris Sanders, executive producer James Mangold, and director of photography Phadon Papamichael to make sure their orders were delivered to the proper department heads and to make sure that those departments’ were communicating with the VIPs.
- Assisted in managing and coordinating the first team, including an A-list Hollywood star.
- Assisted visual effects department with media management and high resolution photos/scans of actors and props for post-production.

Lifetime Television – Production Coordinator

“My Daughter’s Ransom” / TV Movie / April 2019 – May 2019

- Worked with the line producer to hire vendors, secure locations, as well as schedule crew and talent.
- Managed production assistants; providing daily tasks, sending on runs, managing petty cash, etc.
- Troubleshoot production concerns as they arose; location issues, transpo needs, talent hospitality, etc.
- Managed paperwork, including deal memos, time cards, appearance releases, talent accounting, as well as building and distributing call sheets.

Ryan Murphy, FOX, Netflix – Production Assistant

“The Politician” / Television Series / Aug 2018 – Oct 2018

- Handled first team including an A-list Hollywood star. Made sure they were comfortable and prepared to work, as well as making sure AD/production had a clear line of communication to them.

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- Acted as personal assistant to an actor with cerebral palsy. Responsibilities included picking him up from his hotel in the morning, getting him a disability-accessible green room, providing him with his daily paperwork and sides, and getting him safely and quickly to and from set.

QYOU Productions – Producer

“Heads Up Daily” / eSports news and variety show / Feb 2015 – June 2018

- Started as a PA, worked up to associate producer, and then producer on the development team.
- Worked with small team to develop the concept and pitch for the show within the development department. Prepared presentation decks for both internal and external pitches. Worked closely with the Head of Production to produce a sizzle and pilot. Responsibilities included writing, casting, scheduling, and working with vendors.
- Traveled to Toronto to produce the first week of programming, partnering closely with the production team that would take over the show going forward. Maintained communication with the production team in Canada, sending notes and assisting with production concerns.
- Wrote copy for show hosts. 30-60 second segments featuring funny and informational content threading the clips together thematically.
- Assisted on stage with show production. Fast paced, nearly live-to-tape, with few retakes. Role was similar to a script supervisor, marking times, best takes, and making notes for post-production.

Education

Point Park University / Bachelor of the Arts

Screenwriting/Film Production dual major

References:

Art Hernandez. Director. Hasbro/Paramount. Fmr: Sony Animation, Disney.

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Eric Odioso. Strategy Associate. Solstice Studios.

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