

# James Loeffler

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[LinkedIn](#) • Los Angeles, CA

## Production Assistant / Grip

*Highly motivated and creative individual credited with a bachelor's degree in TV Production and having passion for pre & post-production operations, cinematography, screenwriting, content editing, filming, photography, and project management.*

## Qualifications Summary

- Skilled at offering back-up support to production teams and serving as the main point of contact between the director and the rest of the crew.
- Capable of leading various aspects of media management, project setup, and preparation of final deliverables.
- Clean driving record and vehicle.
- Adept at managing overall production operations, supervising live shows, and screening operations, and bringing innovation, efficiency, and excellence to overall processes.
- Excellent interpersonal skills and a positive attitude and a strong understanding of follow up on all tasks and projects.
- Highly creative, dependable, and hardworking, team player, detail-oriented problem solver with strong organization and communication skills to manage multiple high-priority projects, meet deadlines, and have the determination to follow through within a fast-paced but fun work environment, despite long hours always working at 100%.

## Areas of Expertise

- Pre & Post-Production Operations
- Live Events, Filming & Photography
- Production Planning & Scheduling
- Staffing & Workflow Planning
- Quality Assurance & Management
- Assist Scrip Supervisor
- Props Setup & Grip Work
- Slate Board
- Video Content Editing
- TV & Video Production
- Cross-functional Team Collaboration
- Equipment Pick-up and Drop-off

## Professional Experience

### EHP Productions – October Falls

October 2022

#### DP Assistant

- Set up and breakdown of lights
- Ran power
- Communicate between DP and director
- Assisted in changing out lenses
- Watched over equipment
- Provided and taped to mark down positions of actors and lights

### Director Robert Zazzali – Shark Girl

September 2022

#### Grip/Lighting / Production Assistant

- Set up stands
- Put up lights
- Run power
- Supplies and resources provided
- Slate
- Run errands

**Producer Jane Kim and Shana Brewer – Purple  
Grip / G & E Swing**

**August 2022**

- Set up flag and lights
- Ran power
- Set up and breakdown of C stands

**76 Film Production, Film – Old Man  
Grip / Production Assistant / Background**

**August 2022**

- Pick-up and delivery of lunch, manage food cart
- Lock-down
- Moved C-stands / lights
- Set up and breakdown of sets
- Final end of day check routine / make sure set was fully cleaned by the end of day

**Producer and Director Damien Bianco, Film – Whatever It Takes  
Grip / Production Assistant / Sound Grip**

**July - August 2022**

- Moved c-stands, managed lights, set up and breakdown of equipment, as well as sandbagging.
- Supported everyone on set, bringing food and water to actors.
- As sound assistant helped mic people up, manage boom pole, assisted in testing sound.

**Director: Colton Tran; Producer Luke Genton, Film – Sorry, Charlie  
Production Assistant**

**July 2022**

- Assisted moving c-stands and equipment around, slated,
- picked up food orders, made sure everyone had what they needed on set.

**Predestined Arts and Entertainment, Feature Film – Lipstick  
Production Assistant**

**May – June 2022**

- Essential member of management supervising of the shoot. I worked directly with the director and 1<sup>st</sup> AD.
- Assisted moving lights and c-stands, sandbags, flags, slate board supervisor, marked scenes and camera lenses for script supervisor.
- Cleaned before and after shoots, moved props, supplied snacks and water for crew.
- Distributed walkie talkie and earpieces.

**Small Town Pictures, Movie shoot, Short - Last Ride  
Grip / Production Assistant**

**March – April 2022**

- Picked up and dropped off equipment to use in field.
- Provided on-site assistance with equipment setup and takedown.
- Ran power and secured tape while managing lighting equipment as directed by producer.
- Checked availability of water to all crew to ensure everyone stay hydrated.
- Served as liaison between director and crew/cast to streamline communication process.
- Designed and constructed production sets while working with rigging equipment.
- Collaborated with team to carry out and accomplish specified tasks.

**J. Ben Bourgeois Productions, Inc., Live Events  
Production Assistant / Grip**

**2022 Rodeo Drive Concours d'Elegance**

**June 2022**

**Eli Broad Screening & Memorial Reception**

**June 2022**

**African Sunnyland / African Parks**

**May 2022**

**Holiday Lighting Celebration**

**November 2021**

Deliver exceptional production support to senior project manager to navigate and streamline ongoing project activities as a production assistant. Demonstrate critical thinking and analytical skills to support crew and staff in day-to-day assignments within specified timelines. Plan and manage overall traffic control through efficient utilization of parking structures.

- Assist Supervisor and Producer by managing programs from concept to completion, engage with production director on multiple issues, stay late to ensure smooth pack up and exit of event site.
- Pick up meals for crew, run errands for needed supplies, transport staff and actors between locations, and support staff onsite
- Collaborate with cross-functional teams and produce sustainable entertainment support to optimize audience engagement across various stages throughout events and live shows
- Prioritize workflows, simultaneously execute multiple initiatives within a fast-paced demanding environment

**JL Sheetmetal Inc., Los Angeles, CA**  
**Assistant**

**2013 – Present**

Spearhead and streamline all activities associated with loading and unloading of vehicles in compliance with given instructions. Implement high attention to detail skills in finalizing finish work, including lite polishing of metals, specifically stainless steel.

- Provided reliable assistance as a customer service representative to navigate and move equipment between job sites and vendors for ensuring smooth execution of ongoing project operations.
- Demonstrated hands-on experience in operating a diverse range of power tools, including but not limited to jacks and cranes while actively facilitating with moving of large equipment.

## **Additional Experience**

**Video Editor Intern**, Hollywoodtrax, Los Angeles, CA

**Cinematographer/Photography**, Hvnted Los Angeles, CA

## **Education**

**Bachelor of Arts, TV Production (2021)**

Mike Curb College of Arts, Media & Communication, California State University Northridge, Los Angeles, CA

## **Technical Proficiencies**

Adobe Premiere (Special effects, basic edits, color grading) | Microsoft Office | DSLR cameras (Canon 60d)

## **Professional Development**

Digital Film Making Academy, UCLA, Los Angeles, CA

PA Bootcamp – a two-day workshop