

Isaac McMichael

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Professional Summary

Production Coordinator with 2.5+ years of experience supporting pre-production and animation teams. Proven ability to manage complex schedules, coordinate across departments, and maintain accurate documentation of assets and files. Eager to bring experience into more ambitious productions and create smooth, efficient pipelines.

Professional Experience

Production Coordinator
Project Saudade | Independent Project

2D Animation
November 2024 - Present

- Maintain clear communications with the crew, fostering questions and ensuring an accurate flow of information
- Schedule and lead departmental launch meetings, briefing the crew on assignments and production procedures
- Manage a talent database with updates on the crew and preparing applicants with onboarding material
- Coordinate schedules across a team of 30+ freelance artists to ensure project milestones are met and deadlines are in accordance with department calendars
- Maintain and update production shot list with information and notes regarding shots and sequences

Production Assistant
SUBMERSED | Anachronaut Productions

Hybrid 2D/3D Animation
January 2023 - April 2025

- Served as a primary point of contact for communication between the crew and leadership
- Attended team meetings, taking accurate notes to be distributed to the crew and input into the digital database
- Managed studio emails and supported the lead producer’s calendar, preparing status reports to review production progress and anticipate delays
- Organized and maintained a digital asset database with accurate metadata for easy internal access and version control

Production Coordinator
Lollapalooza | Live Nation Entertainment

Experiential
July 2024 - August 2024

- Managed relations and coordinated logistics with external vendors to provide catering for over 600 daily festival guests
- Liaised with a team of 16 Brand Ambassadors, fostering open communication and ensuring brand integrity
- Tracked and organized an inventory of over 1,600 branded items and artist merchandise for distribution
- Handled supply orders and the pickup and drop-off of rental equipment, paper goods, and merchandising

Production Assistant
Cabinet of Wonder | Little Cabin Films

Live Action Music Video Series
July 2024

- Provided direct on-set support to Chicago Symphony Orchestra personnel during the filming of a music video series
- Worked cooperatively to provide excellent service within a high-stakes, professional arts environment
- Assisted with the setup and breakdown of production equipment and managed supply errands, including the secure pickup and delivery of camera gear

Education

Liberty University | Bachelor of Science in Studio and Digital Arts, Minor in Cinematic Production - May 2025

Skills

Operations & Administration: Calendar Management, Budget Management, Department Scheduling, Project Management, Vendor Coordination, Data Entry, File Organization
Software: Shotgrid (Flow), Microsoft Office Suite, Adobe Creative Suite (PS, AI, AE, PR, ID), Avid Media Composer, Monday.com

Volunteer Work

Production Assistant | Future Purchased – Updated the production organization system to adapt to the growing crew
Usher | Liberty Tower Theater - Attended to patrons’ needs during musicals, plays, and matinee performances
Data Entry | Beautiful Tomorrow - Transferred 800+ physical records into a digital database