

Isaac McMichael

(217) 653-9566 | mcmichaelisaac18@gmail.com | Available for Relocation | Portfolio Link

Profile

Production Assistant with 2.5+ years supporting animation teams and overseeing on-set logistics. Trained in editorial software and skilled in asset tracking, cross-departmental communication and production scheduling. Passionate about supporting artists, holding a servant leadership mindset in maintaining a creative and efficient workspace.

Experience

PRODUCTION COORDINATOR (2D/3D) | DIR. ALLI SADEGIANI | SEPTEMBER 2025 – PRESENT

- Set up dailies review sessions, preparing material and transcribing notes to be distributed with next step action plan
- Develop an asset management system through Notion to house and track 80+ unique items with proper metadata
- Assist with coordinating scripts, overseeing notes and creating script breakdowns to establish scope of pre-production work

PRODUCTION COORDINATOR (2D) | SAUDADE | NOVEMBER 2024 – NOVEMBER 2025

- Ingested and organized all project media into a ShotGrid database with consistent naming and version control
- Accurately log and track shot progression to maintain production schedule and oversee departmental status
- Distribute reference material and resources to ensure project alignment and cohesive creative vision among a diverse crew
- Performed quality checks on uploaded assets and organized revisions to maintain accurate version control and metadata
- Prepared all footage for editorial, following naming convention to retain editorial workflow and keep working edits accurate
- Coordinated handoffs between departments, creating a streamlined process for director review and approval in SyncSketch

PRODUCTION ASSISTANT (2D/3D) | ANACHRONAUT PRODUCTIONS | JANUARY 2023 – MARCH 2025

- Acted as a central point of contact between production crew and team leads, facilitating clear and timely communication
- Scheduled production meetings, taking notes and distributing next step action items to ensure timely progression
- Maintained production archives and the organization of 500+ assets, deliverables, and crew schedules
- Updated production timelines, tracking project status and departmental milestones throughout project lifecycle

PRODUCTION COORDINATOR (EXPERIENTIAL) | LIVE NATION ENTERTAINMENT | AUGUST 2024

- Supported production leads as an on-the-ground point of contact, assisting with errands, supply runs, and task follow-through
- Coordinated on-site setup, supporting labor teams through physical installation, layout, and workflow organization
- Led communications with vendors, coordinating on-site logistics for seamlessly catering 600+ daily guests at Lollapalooza
- Managed inventory, storage, and distribution of 2,000+ promotional items and material

PRODUCTION COORDINATOR (LIVE) | ZAKI GORDON CINEMATIC CENTER | NOVEMBER 2023

- Managed ingest and organization of every shot and sequence, transcoding 1000+ footage files into Premiere Pro
- Arranged cast schedules and created call sheets, working with on-site staff to keep production running on schedule
- Collaborated with the creative teams to ensure they had the resources and support necessary to execute director's vision

Education

B.S. IN STUDIO AND DIGITAL ARTS | MAY 2025 | LIBERTY UNIVERSITY

Minor in Cinematic Production Management

AVID MEDIA COMPOSER CERTIFIED | SEPTEMBER 2023 | WON NOVALIS

Software & Tools

Production Tools: ShotGrid (Flow), SyncSketch, Notion, Airtable, Google Suite, Microsoft Office

Artistic Software: Avid, Premiere Pro, After Effects, Toon Boom Harmony, Photoshop, Maya