

# MATTHEW BUSH

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## Field Coordinator/Production Manager

*Experienced in independent & feature films and both scripted and reality television*

**Solutions** driven Production Coordinator with experience in supporting the above the line department heads. **Skilled** in the pre-production planning for shoot days in evaluating the logistics needed to make the day. **Seasoned** communicator with experience in call sheets, production reports, location and appearance releases as well as conducting safety meetings. **Aware** of the daily need for accurate detailed reports needed for review and retention of studio and production executive.

**Qualified Education:** OSHA 30 General Industry Certified, COVID-19 Compliance Officer Certified, Safe Sets International Certified. Microsoft Certified Professional, Pragmatic Marketing Professional, Graphic Design Experience.

## TECHNICAL SKILLS

**Documentation:** Insurance Waivers, Location/Appearance Releases, Deal Memos, Incident Reports, Production Reports, Call Sheets

**Film Crew Radio Lingo:** Proficient

**Driver's License Status:** Valid with a clean driving record

## INTERNATIONAL TRAVEL

Prior to working Film and Television I was employed as a Project Manager for Oracle for twelve years managing software development and deployment for Hilton, Wyndham, IHG and a myriad of independent hotel brands. I have traveled to the following countries as an employee of Oracle:

Singapore, Thailand, Indonesia, Argentina, Germany, United Kingdom, Jamaica, Japan, Malaysia

## PROFESSIONAL EXPERIENCE

**90 DAY FIANCE' (S10 - SAM & CITRA) / Sharp Entertainment / Executive Producer: Rebecca Morris**  
**Field Coordinator - September 2023**

Liaised with Field Production and Production manager to draft call sheets, production reports, complete location and appearance/clearance releases for locations and background. Managed the daily logistics of crew meals, transportation, cast scheduling and management of production assistants and PCard Expenses. Procured set decoration items to be used for 3 different Green Screen plates.

**AMERICAN PICKERS / Cineflix / Executive Producer: Michael Swanhaus**  
**Driver - February 2021 - Present**

Relocate vehicles from Nashville to shoot locations across the country. Vehicles include Picture Cars, box trucks, Shorty Forty's and both Class A and C motorhomes. I have driven from San Francisco to Bar Harbor Maine multiple times each year for the past 2 years.

**THE SINGLE LIFE (S4 Tim & Veronica) / Sharp Entertainment / Executive Producer: Steve Werner**  
**Field Coordinator - April 2023**

Liaised with Field Production and Production manager to draft call sheets, production reports, complete location and appearance/clearance releases for locations and background. Managed the daily logistics of

crew meals, transportation, cast scheduling and management of production assistants and PCard Expenses. AD skills were used when filming at restaurants and bars to achieve a realistic flow of waitstaff, food and beverage and passersby.

**SINGLE DRUNK FEMALE (S2) / Walt Disney TV Studios / Executive Producer: Jenni Konner**

***Health and Safety Manager, October 2022***

Worked closely with studio Executives to manage COVID 19 protocols across the production footprint of 180+ cast and crew. Managed budgets, vendors, PPE and equipment for a five month production at a cost of 1.6 million.

**JEREMY (Short Film) / Rock Violet Video / Executive Producer: Paquita Hughes**

***1st Assistant Director - December 2021***

Stepped into the role of 1st AD on shoot day one due to staffing issues. Worked closely with Director to achieve all shots needs to make the film whole. 18 person crew filmed for 7 days.

**MISSISSIPPI SCHOLAR (Feature Film) / Other Side of the River Prod. / Executive Producer: PJ Leonard**

***1st Assistant Director - May 2022***

Worked closely with EP and Director to break down the script, create a location and cast Day Out Of Days Report and working shoot schedule. Successfully conducted Safety Meetings and Set Decorum each and every day. Every shot scheduled was achieved on the day without any overtime for any of the shoot days. 26 Person Crew.

**CLASS OF '09 (Limited Series) / FX Networks / Executive Producer: Nina Jacobson**

***Health and Safety Manager, October 2021***

Worked closely with studio Executives to manage COVID 19 protocols across the production footprint of 300+ cast and crew. Managed budgets, vendors, PPE and equipment for a ten month production at a cost of 5.7 million.

**SINGLE DRUNK FEMALE (S1) / ABC Freeform / Executive Producer: Daisy Gardner**

***Health and Safety Supervisor, July 2021***

Recruited, trained and supervised a team of 18 COVID Set Monitors to ensure cast and crew actively followed COVID risk mitigation protocols. The team interacts with all physical areas of production including the production office, mill, soundstage, and film locations. Worked closely with the Assistant Director department to ensure catering halls, holding areas, passenger vans were approved and sanitized prior to use by general crew. Served as on set liaison for crew department heads in all matters related to PPE use and distribution, sanitization and work eligibility.

**THE SPOOK WHO SAT BY THE DOOR (Pilot) / 20th Television / Executive Producer: Lee Daniels**

***Health and Safety Supervisor, April 2021***

Worked Closely with the HSM's (Quentin Murray and Juwan Pulliam) to develop the crew testing matrix and manifest for all stages of film production. Recruited, trained and supervised a team of 12 COVID Set Monitors each and every shoot day. Each day the team were responsible for setting up and maintaining COVID testing sites at production office and on set all while keeping a close eye on catering, background holding, basecamp and shooting crew to ensure proper mask wearing, social distancing, gear sanitization.

**MYSTERIOUS CIRCUMSTANCE (Feature Film) / Shooter Studios / Executive Producer: Clarke Richey**

***COVID Compliance Officer/Key Set PA, March 2021***

Executed a well defined COVID mitigation testing program for all stages of film production. Program included pre-employment testing for local and distant hires, COVID Film training for all departments as well as evaluation of all interior shoot locations for proper ventilation and crew planning on the day. Worked closed with above the line executives during film prep and active shoot days to communicate crew testing status as well and COVID testing provider to ensure all crew, talent, and third party vendors were cleared to work each day of the production.

**SECRETS OF SULPHER SPRINGS (S1)/ Disney Channel / Executive Producer: Chuck Pratt Jr.**

***Key Health and Safety Covid Assistant, November 2020***

Worked closely with the HSM (Juwan Pulliam) and UPM (Ian Watermeier) to implement COVID mitigation processes to ensure a COVID free television production. Setup and maintained a daily crew checkin tent to

screen working crew for daily eligibility and issued PPE to cast and crew. Managed a team of 7 COVID Assistants to monitor the production lot, set, mill, catering and basecamp areas for mask and shield compliance. Managed a daily COVID testing program of all cast and crew with 3 medical screeners at the rate of around 800 COVID tests weekly. Provided detailed best practices to props, hair and makeup, camera, and grip departments on the sanitization, cast interaction and cleaning processes needed for reducing COVID illness risk.

**PAGIN DR. CAJUN (Pilot) / TLC / Executive Producer: Jaime Paxton Morey**

***COVID Compliance Officer/Set PA, August 2020***

Worked alongside the Executive Producer and production coordinator to acquire location and appearances for talent and locations. Performed load in/out of camera, grip, and electrical equipment. Acted as art department lead to arrange on screen elements for each shoot. Performed set sanitization protocols to mitigate COVID-19 transmission.

**LA OFFICE OF TOURISM COMMERCIAL / Trumpet Advertising / Producer: Lisa Robinson**

***COVID Compliance Officer/Set PA, August 2020***

Performed Set and location sanitizing to mitigate COVID-19 transmission. Worked with 2nd AD in movement of talent through costumes and vanity departments as well as on set wrangling. Performed lockup's, runs/errands, as well as load in/out of crafty, G&E, and art department elements necessary for the shoot.

**RESTAURANT IMPOSSIBLE / Food Network / Executive Producer: Robert Irving**

***Set Production Assistant, June 2020***

Made runs/errands for Production Manager, Fire watch camera gag, made lunch runs. Performed temperature checks, obtained background release forms and interview background using the COVID Questionnaire.

**ONE NIGHT IN MIAMI (Feature Film) / Amazon (Feature Film) / Directed by: Regina King**

***Production Assistant, February 2019***

Responsible for working with a team of background PA's to onboard 350+ background talent for this 1960's period focused film. I served the production in the areas of managing both on-site and basecamp holding tents, on boarding of BG Talent, guiding talent through costumes, hair and makeup, coordinating 3 56 passenger buses to move talent from base to on-set holding and working with the AD team to place talent on-set efficiently.

**C'MON C'MON (Feature Film) / Directed by Mike Mills**

***Set Production Assistant, January 2019***

Assisted 2nd AD in the organization of a 200+ background talent second line parade in an around the Bywater neighborhood of New Orleans. Includes tasks of on-boarding, coordinating with costumes, hair and makeup, and assisting cues to band members of musical elements of the production.

**REMINISCENCE (Feature Film) / Warner Brothers (Feature Film) / Directed by: Lisa Joy**

***Set Production Assistant, December 2019***

Worked with Second AD and Key PA in BG lineups for placement and action blocking. Worked on location and on the Quixote Sound Stage as both Set PA and BG PA. Coordinate coffee and lunch orders, movement of feature talent, set and holding of lockups as well as general PA duties. Closed Set environment.

**YOUR HONOR / Showtime Series) / Directed by: Edward Berger**

***Set Production Assistant, November 2019***

Day Player as a Set PA - worked with Second AD and Key PA to perform lockups, move/hold/place BG talent for key shots. Worked with basecamp/production office to coordinate breakfast and lunch orders as well as misc. needs through the day.

**DATING AROUND (SEASON 2) / Crown Venice Productions / Netflix Original Series**

***Background Production Assistant, October 2019***

Manage the daily tasks associated with BG talent, from setting up and maintaining an on-location holding tent to the on-boarding on BG, coordinating with craft services and the wardrobe department to ensure all BG camera ready and on-hand to be moved on-set at a moments noticed.

**FANTASTIC UVI AND THE STREET PUNX OF YANGON / Independent Film / Directed By: Maja Holzinger  
Production Assistant, April 2019**

Worked closely with director, producers and camera/media team to transport equipment, craft services, and team members to location each day. Worked closely with background talent to place them on-set and in the hands of the AD in preparation for the shoot sequence of the day.

**RACELAND / Tragordia Pictures / Directed By: Scott Bloom**

**Set Production Assistant, June 2018**

Worked with AD and the art department to prepare the location for the days shoot sequence. I was relied upon to drive all feature talent to and from set daily in addition to running errands, making copies, loading and unloading trucks, craft services and any random task needed by the crew to ensure that the production stayed on track.

**REFERENCES**

**Dylan Shields**

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**PJ Leonard**

Executive Producer  
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**Lauren Sics**

Production Manager  
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**Ian Watermier**

Producer/UPM  
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