

# Jacob McAuliffe

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## **Relevant Work Experience**

### **The Walt Disney Company, Burbank, CA**

**September 2019 - Present**

*Coordinator at Disney Television Animation (December 2022 - Present)*

- Production Technology Coordinator. Chief admin of department's support and post production programs, facilitate technology purchases for productions and technology department, handle post production assets, department scheduling.

*Executive Assistant at Disney Channel Legal and Disney Television Animation (September 2019 - December 2022)*

- Supported three Production Legal/BA attorneys. Scheduled meetings, sent production and talent contracts for signature, reviewed/proofed agreements. Designed and coordinated the department's internal tracking system.

*Executive Assistant at Disney Television Animation Technology (stretch assignment, May 2021 - October 2021):*

- Scheduled meetings and perform administrative tasks for the VP of Technology, performed while still coordinating for Legal.

### **Executive Temps, Burbank, CA**

**August 2019 - September 2019**

*Executive Assistant at Skydance Media*

- Handled phones, scheduled meetings, updated development and financial grids, performed administrative tasks for multiple executives, including CEO David Ellison, CFO Jesse Siskind, and CCO Dana Goldberg.

### **Warner Bros Entertainment, Burbank, CA**

**March 2019 - August 2019**

*Executive Assistant*

- Handled phones and scheduled meetings for the SVP of WB Production Resources and other department executives. Composed and submitted wrap reports for WB films. Responsible for office management, going on runs, and other duties as assigned.

### **Executive Temps, Burbank, CA**

**July 2018 - March 2019**

*Digital Coordinator at TNT/tbs*

- Updated and QA tested digital content for the TNT/tbs website, including shows and movies available for streaming. Debugged, edited, and updated TNT/tbs's website and apps, as well as updated content and data grids.

*Executive Assistant at TNT/tbs*

- Handled phones, scheduled internal and external meetings, updated development and/or financial grids, and performed administrative tasks for multiple executives in the following departments:
  - o TNT Scripted Development
  - o tbs Scripted Development
  - o TNT Marketing
  - o tbs Unscripted Development
  - o TNT/tbs Casting
  - o TNT/tbs Finance

### **Lynda Obst Productions, Culver City, CA**

**November 2017 - March 2018**

*Executive Assistant to CEO Lynda Obst*

- Handled phones, scheduled meetings, and took care of personal tasks for CEO and producer Lynda Obst and her office. Wrote coverage and notes on in-development scripts, projects, and samples.

### **Paradigm Talent Agency, Beverly Hills, CA**

**October 2016 - November 2017**

*Assistant*

- Assistant to Motion Picture Lit/Talent agent Eric Pertilla, Motion Picture Lit agent Gabrielle Lewis, and TV Lit agent Marissa Fine.
- Handled high volume phones, scheduling, and client/material submissions supporting three high-level agents, at one point serving under all three at once. Read and wrote notes on scripts and material.

### **Valhalla Entertainment, Los Angeles, CA**

**February 2016 - September 2016**

*Assistant to the VPs of Development and Covering Assistant to CEO*

- Executive Assistant for Vice Presidents and Manager of Development. Covered as CEO Gale Anne Hurd's assistant when required.
- Scheduled meetings, answered phones, created and updated development documents, wrote notes on submissions/project material, coordinated the intern program, and attended and participated in project development meetings.

## **Education**

### **B.S. Cinema and Photography, Ithaca College, Ithaca, NY**

**Graduated May 2015**

## **Skills**

**General:** Development, script reading, editing, production, content development, contracts, rights, stop motion, social media, production management, project management, strong communication skills, high attention to detail, problem solving, coding, videography.

**Computer/Tech Admin:** Acrobat, Airtable, After Effects, Bluescape, Box, CSS, Debugging, Excel, Final Cut Pro, Final Draft, Google Suite, HTML, Illustrator, JavaScript, Monday, Onedrive, Outlook, Photoshop, Powerpoint, Premiere Pro, QA Testing, React, Shotgun, Slack, Syncsketch, Word, WritersRoom Pro, Zoom.

**Administrative:** Answering and rolling calls, high volume scheduling, script coverage and notes, finance, maintaining confidentiality.