

## Ben McShane

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Los Angeles, CA 90005

### Education

Ball State University, 2000-2004. Graduated with a Bachelor's Degree in Telecommunications: Film Production with minors in Theatre and Japanese language

### Industry Experience

#### **SJ2 Entertainment – Assistant to Producer, July 2010 – Current (Ending August 2010)**

- assist in the production of the 2010 Primetime Creative Arts Emmy Awards

#### **Robert Greenwald Productions, Inc. - Development Associate and Production Coordinator, March 2007 – July 2008**

- responsible for deliverables to international distributor
- assisted in filing paperwork with guilds and production insurance companies
- coordinated the execution and delivery of music licenses for MOW films
- acted as a liaison between Canada and Los Angeles production offices and the network
- maintained production binders
- distributed script changes and other production info to the network and our LA office
- assisted in locating stock footage for film
- maintained script and submission databases
- wrote outlines and treatments for projects in development
- read novels, scripts, and outlines and provided coverage to executive producer
- interviewed, hired, trained, and managed interns
- covered for office manager and runner
- assistant duties; roll calls, manage calendar, mail scripts, etc

#### **Entertainment Tonight and The Insider - Assistant to Supervising Producers of Film and Music, January 2006 - March 2007**

- produced 10+ segments for air on *ET*, *The Insider*, and *ET on MTV*
- researched and pitched story ideas
- worked with publicists from major movie studios and record labels on a daily basis
- attended screenings, wrote junket questions, conducted junket interviews
- generated and distributed 5-Day Futures document daily
- answered phones and e-mails, and addressed the daily needs of supervising producers

#### **Entertainment Tonight and The Insider - Fill-In Production Coordinator, August 2005 - December 2005**

- hired, booked, and coordinated directors and crews for shoots
- notified major-market affiliate stations of re-feeds

#### **The Insider - Tape Vault Production Assistant, October 2004 - December 2005**

- assisted producers and staff in all aspects of production in a news environment

### Other Related Skills

- PC and Mac proficient
- Software: *MS Office*, *FilemakerPro*, *Final Draft*, *Adobe Photoshop*, *INEWS*, *FinalCut Pro*, *Avid*, *ProTools*, *Anime Studio*, *Motion*, *Soundtrack*
- Proficient with the Panasonic DVX-100A miniDV camera.