

# Jack Knight

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## EDUCATION

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### **B.S.B.A., Business Administration**

**May 2021**

High Point University

High Point, NC

## EXPERIENCE

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### **Apple TV+ - *Visual Effects Coordinator***

**May 2024 - June 2025**

Remote

- VFX Coordinator on *The Last Frontier*, from pre-production through delivery, serving as the primary liaison between production and 12 external VFX vendors.
- Oversaw delivery and organization of 3,000+ shots and assets.
- Created and maintained a comprehensive database tracking asset and shot statuses.
- Managed weekly review sessions with VFX vendors; coordinated internal reviews with the showrunner, producers, and editorial team.
- Onboarded new VFX coordinators and provided ongoing training and support.

### **Netflix - *Visual Effects Assistant Coordinator***

**August 2022 - May 2024**

Los Angeles, CA

- VFX Assistant Coordinator on *Atlas* from pre-production through delivery, managing shot ingestion and vendor communications.
- Collaborated with 7 external vendors, managing 2,000+ shots and assets.
- Organized and maintained a comprehensive database tracking asset and shot statuses.
- Coordinated communication between the VFX supervisor, vendors, and production team to support a smooth workflow.
- Generated comprehensive weekly status reports to track project progress.

### **Freelance - *Various Industry Roles***

**March 2021 - August 2022**

- Assistant to the Executive Producer on *Sisters*, managing schedules and production tasks.
- Provided production support for the Academy Awards as a Production Assistant.
- Led production coordination as Key PA for the taping of an Off-Broadway play of *Julius Caesar*.
- Served as Script Supervisor on *Mindreader*, ensuring script continuity and accuracy across takes.

## SKILLS

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- Flow Production Tracking (Formally ShotGrid)
- FileMaker Pro
- Aspera
- On-Set Data Wrangling
- Redesign
- Studio Monkey
- SecondMouse