

# **ALAN STEINMAN**

18956 La Amistad Pl  
Tarzana, CA 91356  
818-448-6212  
[alcstein99@gmail.com](mailto:alcstein99@gmail.com)

## **Professional Summary**

- \* Accomplished Production Professional with 25+ years of experience as Line Producer, Production Manager and Assistant Director working on feature films, onehour dramas, sitcoms and unscripted TV. Additional work in Live events, web broadcast, commercials and videos for a variety of Producers, Networks and Agencies.
- \* Demonstrated ability to maximize production efficiency by developing optimal shooting schedules, manpower and equipment assessments. Expert level budget creation and implementation.
- \* Strategic communicator and project manager qualified to liaison with Agents, Managers, Network and Agency Executives, Cast and Crew to ensure timely flow of information for successful production.
- \* Committed Leader and Motivator fostering and cultivating a creative production environment in which everyone feels respected and valued, and where everyone's talents are appreciated.

## **Core competencies.**

- Management of production from development and initial script concept through completion of principle photography, and post-Production.
- Tasked with building, administering and adhering to production budgets.
- In charge of reading scripts and outlines for analysis, breakdown and scheduling for efficiency and cost savings.
- Coordinated the ordering of special equipment from vendors.
- Worked with shop stewards and studios to address adherence to Union contracts.
- Responsible for Federal and state hiring compliance, call sheets, production reports, talent contracts and releases, deal memos, and other related documents.
- Expert in Movie Magic/EP Budgeting and Scheduling.
- Proficient in Adobe Premier NLE, Photoshop, After Effects AVID, FCP.
- Negotiated site rental agreements and insurance terms as Location Manager.
- Organized and scheduled production office staff as Production Coordinator.

## **Education and Training**

University of S. Florida- Tampa, FL  
Bachelor of Arts-Mass Communications  
Television Production and Programming

## **Membership**

Director's Guild of America since -1996

Safety Passport Certified  
Covid 19-Compliance Training Certified