

Alexander Kopnick

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Professional Summary

Conscientious entertainment production leader and manager offering benchmarking experience and strong expertise in production planning, scheduling, filming to final production and budget reports. Track record of efficiently managing and ensuring smooth production processes through proper administration at every single step. Possess budgeting and account management skills as well as the ability to work effectively in a fast-paced production environment and with large teams. Willing to work in a challenging environment driven by the hunger for the best output.

Professional Experience

Adventureland LLC, New York City, NY

Producing Intern, Jan 2022 – Present

Supported the activities and streamlined the overall operations of the staff of multiple companies, including Adventureland LLC, Baseline Theatrical, The Booking Group, The Press Room, all tours and productions of Hamilton: An American Musical, as well as all other commercial theatre, film and television production companies.

- Effectively carry out all assigned administrative and clerical functions, including digital organization and inter-and intra-organizational communication; communicate with writers, directors, managers, and other members of staff to ensure a smooth running of projects.
- Maintain workflow by analyzing and refining standard operating procedures, such as scheduling, communications, writing script assessments and coordinating internal and external resources to expedite workflow
- Perform inventory management, guest services, situation investigation, and a wide variety of confidential and ad hoc tasks.

Goldman Union Camp Institute

Zionsville, IN Specialist Supervisor and Videographer | June 2021 – Aug 2021

- Led and mentored a high-productive photography team, promoted specific institute initiatives through promotional videos, directed specialist camp counselors and staff members through the process of creating curriculum and executing elective programming plans via scheduling and assigning cabin groups to electives in COVID-19 pods and mixed cabin environments.
- Provided technical and audio-visual assistance for various categories by directing, editing, and performing related video support work.
- Performed inventory management, keeping the specialty areas, including the video production facility, stage, art room, and camp farm.
- Contributed to the successful planning, organizing, and hosting of full camp elective showcases.

XYZ Films, Los Angeles, CA Domestic Content

Management, Content, and Sales Intern | Aug 2020 – May 2021

Consolidated all actions from talent meetings, festival submissions, festival-included project acquisition, and distribution deals to inform future planning and decision making through data entry for digital spreadsheets as well as the tracking and logging of events.

- Performed script coverage to get direction for revised drafts of screenplays to determine the projects to consider moving forward with.
- Attended, actively participated, and pitched scripts in weekly domestic content and sales team meetings.
- Handled a centralized log management system that helped keep up-to-date and accurate records of company distribution and acquisition deals via rightline.com.
- Designed three effective Festival and American Film Market project decks giving a detailed and concise snapshot of company projects.

A Zoom with a View: A Digital Theatre Festival and Fundraiser

Fully Virtual Event Creator, Producer, and Host | April 2020 – June 2020

Handled the overall logistical planning, organization, and execution of the Digital Theatre festivals that generated over \$2,600 in ticket-based donations to drive diversity initiatives in the theatre, thus receiving widespread acclaim and national recognition throughout the Indiana University Alumni website platform.

- Took charge of the hiring, casting, and management of operations for 62 collaborators (actors, playwrights, directors, stage managers, marketing team members, and more) from across the country and abroad in the production of 10 original works.
- Live-streamed the distribution of original theatrical shorts set on and performed live via Zoom.
- Served as the host of a two-night event in June 2020.
- Raised thousands of dollars for The Artist Relief Fund and Black Art Futures Fund via ticket-based donations.

Education

Indiana University, Bloomington, Indiana | Aug 2017 – May 2021

B.A. Directing and Producing for Theatre and Film.

Individualized Major Program, College of Arts and Sciences,

Certificate: Arts Administration, School of Public and Environmental Affairs

GPA: 3.933