

Keaton Jay Ross

Key Assistant Location Manager
TEAMSTER LOCAL 399 AND LMGI

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UNIVERSITY OF COLORADO BOULDER

Bachelor of Arts in Communication & Rhetoric
May 2019

Entertainment Awards

2022 Winner COLA Award
Location Team of the Year
9-1-1

Volunteer Work

- CU Comedy Club
- Mobile Loaves and Fishes
- "The Film Mind" classes by Steve Mims
- Austin Film Festival Event Management
- Lock Arms for Life Non-profit
- Photography Club

ADDITIONAL SKILLS

Routine Set Life

Well-versed in Set Lingo and walkie comms. I have spent a lot of time in and around every department as a Production Assistant. Familiar with hierarchy, crew roles, film preparation and dealing with cast & crew.

Public Speaking

Charismatic and confident, often known as the 'motivational speaker' among my peers. I have studied with verbal and non-verbal cues, very proficient communicator, and love making connections with people to make an everlasting mark.

Strong Listener and Fast Learner

Very quick with operations and learning new trades or specifications. Dedicated to following the rules, while finding results and making efficient changes. Always cater to those we are servicing and make things happen.

Tech-Savvy

Retired computer gamer. Moderated popular gaming forums, freelanced web design projects, among marketing strategies and creating viral memes. Very proficient at making maps and signs along with HTML, CSS, Adobe Photoshop, Premiere and After Effects

Professional and Authentic

First in the door, last to leave. Dressed for success. Passionate about anything creative, supporting compelling stories and ideas that motivate and make a difference.

KEY ASSISTANT LOCATION MANAGER

Various Productions - Los Angeles, CA April 2022 – Current

- Networked alongside world class professionals in film-making and location management from around the globe. Developed an adequate database of contacts and locations for many desired aesthetics. Expanded involvement in the creative and development process, with preparation of many desired locations, organizing the logistics for every need on location, as well as keeping a direct line of communication to all departments. This includes and ranges from gathering locations with specific intentions for the director, organizing and coordinating director/tech scouts, forming and approving city permits, negotiating contracts with owners, working with production/legal/accounting to deliver and insure no issues arise when it comes time to film. Highlighted Titles: **The Rookie: Feds, Griselda, Incoming**
- In preparation for shooting, arranged all means of space (rented stages, crew parking, base camp, catering, street posting, actor/crew holding, etc), ordered vendors that would be needed for prep/shoot/strike, developed overheads and explained footprint during zoom meetings, acquired and completed the needs of all department heads for each location in a timely manner. Other responsibilities include but not limited to:
 - Hiring and coordinating any 3rd parties such as security, bathrooms, contractors, electricians, AC / layout, police, fire safety, water coordinator, portable lights, movers, safety vehicles, etc.
 - Finding out permissibility, informing and clearance from neighbors, clearances of artwork/graffiti on camera, drone licenses, special effects licenses, insuring property owners and neighbors are satisfied with the entire process.
 - Putting out countless issues and concerns that may come up when filming!

ASSISTANT LOCATION MANAGER

Fox Entertainment - Los Angeles, CA August 2021 – April 2022

- Mentored under Timothy Hillman as an Assistant Location Manager on the Fox's hit and chaotic show, **9-1-1**. Duties included...
 - Scouting neighborhoods and hiring 3rd party location vendors, knocking on doors to gather information for producers while taking pictures that are uploaded online and included in a location portfolio
 - Locking a location from start to finish including- negotiating deals with location owners, handling all linguistics of prep/shoot/strike with vendors, handling and organizing all plans involving basecamp/crew parking/ background holding /cast holding / equipment landing /condor and generator landing
 - Any duties while opening a location, closing a location, working hand and hand with city officials, fire marshals, police escorts, site reps, AC techs, layout techs and any production needs while on location

LOCATION SCOUT

Superfab Productions - Los Angeles, CA July 2021- August 2021

- Feature film, **THE SEVEN FACES OF JANE**, directed by Gillian Jacobs. Worked side-by-side with location manager, John Brown, to coordinate location needs throughout the entire 3-week schedule that included 12 locations in and around the city of Los Angeles..

HEALTH & SAFETY ASSISTANT MANAGER

Disney / Sony Pictures / ABC Studios - Los Angeles, CA Oct 2020 – July 2021

- Assigned to Assistant Manager to the Health and Safety department. Responsible for managing a location team, as well as ordering and handling locations needs by working with companies such as ZIOS (sinks) and HDR to make sure all Health and Safety needs were met. Worked closely with the AD's during shoot days and developed crew landing maps for locations and stages, as well as worked with cast to deliver masks via 'Mask box'. Provided further assistance to Health and Safety team as needed. Highlighted Titles: **Spider-Man: No Way Home, Stumptown, Work Wife, Grey's Anatomy, Rebel, Station 19, Everything's Trash**

PRODUCTION SERVICES ASSOCIATE

Legacy Pictures - Los Angeles, CA March 2020 – April 2020

- Provided company outreach by networking potential partners and affiliates through cold calling and/or e-connecting. Developed multiples strategies to create company relationships, attended meetings via Slack and Zoom, updated and helped re-organize database (via Monday) with new information and contacts, as well as met weekly quota of emails and meetings.
- Managed internal and external production development, such as script coverage, production overview, budget, and organized many of the materials in the database, allowing for convenience and success.

PRODUCTION ASSISTANT

Flatbush Pictures - Brooklyn, NY Oct 2019 – Oct 2019

- Documentary short for a group named, *Atlantic Philanthropy*, who promote social change through a fellowship program. Following a group called EmBRACE, part of the community coalition in South Central and documenting their work around the community. Drove the crew from hotel to various locations around South Central, setting up production, lunch duty, firewatch, as well as any other demands of the crew.

MARKETING SPECIALIST

Roadvantage Warranty - Austin, TX Aug 2014 – Aug 2015

- Collected and analyzed sales data, using web traffic metrics such as page visits, transaction size, and link popularity. Organized competitive landscape spreadsheets, agent/dealer contact information and edited marketing database. Helped coordinate/prepare certain events in/ out of the company, such as company parties, insurance conventions/summits and organized materials for such events.