

SHAWN B. HARRIS

713-256-7236 | ShawnHarrisMS@gmail.com

Production Services

HIGHLIGHTS

Proficiency/Skills: Movie Magic Scheduling > Movie Magic Budgeting > Final Cut Pro > Final Draft > Mac OS > Windows > MS Office Suite > FAA Licensed Remote Pilot In Command (RPIC)

Equipment: MacBook Pro > Canon XA20 > GoPro Hero 8 Black > LED Light Kit > Sound Dev-302 Portable Mixer > Zoom H4N Pro Recorder > Neumann KM 185 Hypercardiod Microphone > Boom Pole > Road Rags > Green Screen > Tripod > Monopod > Rode NTG5 Location Microphone > Smove Pro 3-axis Stabilizer > Video Drone

BRANDED DOCUMENTARY EXPERIENCE

Field Producer

Unordinary Stories **Team Whistle/DAZN** **Dir. Samuli Haavisto** **2025**

Served as the Field Producer for episode two of this three-episode branded documentary series in May 2025. This Unordinary Story featured the retired, legendary WNBA basketball player, Sheryl Swoopes. This was a documentary-style exploration of a former elite-level athlete navigating uncharted territory, including illness, identity shifts, and life beyond basketball.

- Oversaw production crew of eight
- Coordinated and planned field shots with director, including set decoration and talking point for talent
- Worked closely with director during filming to communicate client feedback in real-time using Slack
- Coordinated logistics for shooting on location in designated spaces
- Liaised with clients on location to manage schedule and environment
- Obtained all required releases
- Worked closely with production crew and talent to ensure a smooth workflow and needs were met
- Monitored the schedule and communicated time constraints to director for a successful, on-time wrap
- Presented local crew for hire
- Assisted client's social media producer during B-cam interview segment with slate management and feedback

Production Manager

Airtable + Baker Hughes **Conscious Minds Productions** **Dir. Iqbal Ahmed** **2021**

Served as local PM to California production house, managing the branded documentary shoot for Baker Hughes and its workflow efficiency tool created by Airtable. This story captures how a Baker Hughes employee struggled to get the right message to the right people at the right time, and how she found Airtable, which led to greater efficiencies and Baker Hughes's adoption of Airtable globally.

- Contracted with background talent agent for commercial extras
- Prepared and distributed crew deal memos
- Managed PAs for production runs and lunch orders
- Contracted with local COVID-19 test facility and negotiated a group rate discount
- Scheduled crew COVID-19 tests and collected test results
- Prepared COIs-certificates of insurance
- Prepared and closed out POs-purchase orders

- Updated tracking files for location and appearance releases
- Tracked purchases via purchasing card
- Secured transportation for lead cast
- Shipped media drive daily during production
- Oversaw equipment returns and shipping
- Communicated updates to the Production Manager, Line Producer, and the Associate Producer

COMMERCIAL EXPERIENCE

Line Producer

Free U Bail Bonds

JTLA Productions

Dir. Erran Booker 2024

Served as Line Producer for a three (3) commercial series intended for television in various markets in the South and Southeastern United States.

- Lead team that included Producers and key stakeholders throughout the pre- and production phases
- Prepared multiple budget versions to present production scenarios to producers using AICPs bidform
- Created production contracts where versions did not exist – Cast Deal Memo, Crew Deal Memo, Talent Releases
- Worked with Director and shooting script to prepare shooting schedule and call sheets
- Managed scheduling logistics of cast and multiple shoot locations when weather delays prompted schedule changes
- Prepared and distributed Cast & Crew deal memos
- Distributed and managed Cast and Crew tax forms
- Coordinated with weapons expert to ensure on-set safety with firearms and other hazards

FILM EXPERIENCE

COVID-19 Compliance Officer – Feature Film

JACOB, BROKEN BY GOD

J-50 Entertainment

Dir. Joy Millana 2021

Performed daily COVID-19 protocol tasks to ensure a safe set and safe practices.

- Created the COVID-19 Screening Questionnaire
- Created and checked in crew & cast daily with crew & cast tracking sign-in form
- Performed daily temperature checks
- Monitored crew on personal safety and equipment cleaning practices throughout the day
- Ensured compliance with wearing of masks, distancing, and cleaning throughout the day

Writer, Director, Producer – Short Film

DOORBELL

Lazy Park Entertainment, LLC

Dir. Shawn Harris 2017

Five-minute short film with a strong female lead taking a stand on the Black Lives Matter Movement.

- Served as Production Manager in addition to writer, director, and producer of the short
- Created the budget and negotiated rates with crew and cast
- Hired cast and crew, including the Cinematographer, 1st Assistant Director, Editor, and Composer
- Recruited volunteer Production Assistants for the one-day shoot
- Managed all cast and crew paperwork, such as Deal Memos and Talent Releases
- Secured locations for filming and vendor for wardrobe and props
- Acted swiftly to terminate agreement with original composer before expending too much time

Writer, Director, Producer – Documentary Short Film

CELEBRATING FREEDOM

Lazy Park Entertainment, LLC

Dir. Shawn Harris 2015

Documentary short on personal freedom in the USA. Produced for a family reunion.

- Developed the idea and concept to record personal views on freedom in America
- Coordinated travel and interview schedules over a two-month time period
- Scouted and secured out-of-state locations to film interviews
- Recruited talent for on-camera interviews
- Transcribed all interviews and assembled the film, including music and B-roll
- Rough cut more than three hours of footage into just over a 16-minute film

EDUCATION & RELATED TRAINING

Discover: Documentary Producing, Sundance Collab

Documentary Filmmaking: Core Elements, Sundance Collab

COVID-19 Compliance Officer Training, Health Education Services

COVID-19 Awareness Training, OSHA-360

Production Manager Workshop, Hidden Candy Films

Production Coordinator Workshop, Dominion Films

Certificate, Documentary Filmmaking – Rice University, Glasscock School of Continuing Studies

Master of Science, Professional Writing and Technical Communication, University of Houston-Downtown

Bachelor of Science, Finance, Morris Brown College

