

JONATHAN STEIN, PMP

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PROJECT MANAGER / PRODUCER

Strategic and creative certified Project Management Professional (PMP) with over 20 years' experience producing and managing projects for corporate, government, film/tv industry, internet, and non-profit organizations

TECHNICAL SKILLS

Project & Production Management:

- Microsoft Office
- Google Docs Suite
- Basecamp
- Salesforce
- Trello
- Monday.com
- Slack
- Zoom
- Microsoft Teams

Writing:

- Copywriting
- Script Writing
- Press Releases
- Blogs
- Script Coverage
- Proposals

Creative Tools:

- EP/Movie Magic Budgeting/Scheduling
- Adobe Premiere
- Media Encoder
- HandBrake
- Frame.io
- Canva
- Vimeo Pro
- YouTube Studio
- Final Draft
- Camtasia
- Topaz AI Video

Working Knowledge:

- After Effects
- Illustrator
- Photoshop
- Audition
- ProTools
- Logic
- WordPress
- HTML

AI:

- ChatGPT
- Perplexity
- Claude

HIGHLIGHTS

- Full client lifecycle experience with proven ability in developing, implementing, managing, and delivering projects up to \$2 million for a multitude of platforms
- Strong relationship building and communication skills with ability to lead diverse cross-functional teams and crews to ensure projects are delivered on time, within budget, and within scope
- Creative problem solver, able to overcome obstacles, and effectively manage resources to maximize ROI
- Life-long learner who quickly adapts and integrates new and emerging technologies

KAPTIVATE

Alexandria, VA

Project Manager

2021-present

- Manage creative, social, and digital services for projects
- Procured video production partner and co-produced Department of Education prize challenge launch video
- Contributed content for government proposals
- Created blog content for clients using plain language guidelines

THE MUSICIANSHIP

Washington, DC

Senior Project Manager

2016-2020

- Managed the development of a music lessons desktop app for educational non-profit
- Interfaced with stakeholders and vendors – tracking quality control, identifying risks, and implementing risk mitigation strategies
- Advised organization leadership to set project scope, timelines, and resources
- Directed procurement and selection of project management and CRM apps
- Brokered and negotiated video production vendor for LMS platform resulting in a 75% cost savings

JAS PRODUCTIONS

Washington, DC

Producer/Project Manager - Consultant

2009-present

- Draft budgets and schedules for short and long-form client narrative scripts
- Managed client/creative team relationships
- Producing, videography, editing, live streaming, teleprompter, audio, and virtual sets
- Select clients include:
 - **Hayden5 – Segment Producer** – Corporate and academic Interviews
 - **Sirens Media/Investigation Discovery – Associate Producer** – Re-creation series “Evil Twins”
 - **LeClair Image – Producer/Videographer** – Various corporate, medical, academic, political, and documentary shoots
 - **Wanderlust Entertainment (“Cash Cab”)** – **Development Consultant** – Unscripted pilot
 - **Spy Pond Production – Story Development Researcher** – PBS documentary “The Wall: A World Divided”

PBS AMERICAN EXPERIENCE / LOETERMAN PRODUCTIONS

Boston, MA

Consulting Producer

2009

- Created budget and schedule, and drafted shooting script for \$1 million 30-day shoot for docu-drama, “The People v. Leo Frank”

EDUCATION & CERTIFICATION

PMP Certification
Project Management Institute

Bachelor of Arts
San Francisco State University

MERITS

**“CRITIZEN”
Producer**
Official Selection:
Sundance, SXSW, and over
15 festivals
Winner: IDA Student
Achievement Award

TIVA-DC
2013-2015
**Board Member/
Programming Chair**

WIFV SCRIPT DC
2013-2016
Script Analyst Panelist

**ARLINGTON
INDEPENDENT MEDIA**
2014-2015
Editor

ACCELA COMMUNICATIONS (Acquired by Piksel) Southborough, MA
Interactive Project Manager/Producer **2008**

- Executed cost-effective video solutions for turn-key interactive B2B agency serving Fortune 500 clients from tech, government, financial, pharma, and biotech
- Produced and delivered on-time, on-budget, in-scope, and with a substantial client ROI
- Cross-functional position requiring growth of strong relationships with and engagement of clients, sales, talent, creative, and software development departments

THE HALSEY COMPANY Los Angeles, CA
Production Manager/Post Production Supervisor **2005-2007**

- Managed and produced video/film projects for networks, corporate, performing artists, branded content, and non-profit organizations
- Supervised multiple shows across various locations simultaneously
- Created cost-effective budgets and schedules ranging from \$20-250k
- Tracked costs to ensure project remained within budget
- Hired and managed staff and crews
- Scouted and arranged all location logistics for diverse national productions
- Worked directly with production and post-production vendors ensuring deliverables met project quality control standards
- Managed deal memos, contracts, insurance, and payroll
- Primary point of contact for internal and external relationships for talent, vendors, executives, unions, contractors, and accounting

ALLIANCE GROUP ENTERTAINMENT Los Angeles, CA
Production Manager **2005**

- Managed and coordinated all departments for \$2.5 million Lionsgate genre feature film from pre-production through end of production – including budget management; interfacing directly with vendors, talent, crew, and agents/managers
- Secured location permits and reviewed contracts for final execution

PERCERAMBOROL PRODUCTIONS Los Angeles, CA
Producer/Owner **2001-2004**

- Led company that developed films and produced feature film that was distributed in North America and licensed in over 15 international territories with sales exceeding 15,000 DVDs
- Hired and managed over 100-person team, including remote staff
- Managed client, vendor, unions, and talent relationships
- Executed every aspect of development, production, and post-production through final delivery – including contracts, payroll, and legal representation
- Created and executed budget and schedule for a compressed production timeline

PREVIOUS EXPERIENCE

- **Eleventh Day Entertainment** Los Angeles, CA
Development Executive - Unscripted **2000-2001**
- **Wolper Organization/Warner Bros. TV** Burbank, CA
Assistant to President **1997-1999**
- **Carlyle Productions/Showtime** Los Angeles, CA
Development Assistant **1995-1997**