

HENRY KRISTOPH BLACK

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EXPERIENCE:

#WorstChristmasEver, Mo-Tivation Unlimited APRIL, 2025

Key Production Assistant

- Led and coordinated production assistants to ensure smooth on-set operations
- Supported talent and crew needs to keep production on schedule.

Basketball Wives, Shed Media Group, VH1 FEBRUARY, 2025

Production Assistant

- Assisted with on-set operations, ensuring smooth workflow and communication between departments.

Unexpected Christmas, 3 Diamonds Entertainment NOVEMBER, 2024

Production Assistant

- Assisted the 2nd Assistant Director, stepping in as needed to maintain production efficiency: Coordinated cast movements, schedules, and on-set needs to support production continuity.

SmallRig Lighting Commercial, MadMinds Entertainment OCT. 2023

1st Assistant Director

- Developed and managed the shooting schedule and call sheets, ensuring efficient daily operations.
- Monitored production timelines to maintain efficiency and keep the project on schedule.

Frasier, Paramount Pictures, Paramount+ AUGUST 2023 - AUGUST 2024

Lead Audience Coordinator

- Managed audience logistics, including check-in, seating arrangements, and crowd control for live productions.
- Led a team of audience coordinators to ensure efficient entry, engagement, and adherence to show protocols.

Birth of the Black Underworld, Matty Rich Productions APR 2022 - APR 2024

1st Assistant Director

- Created the shooting schedule and call sheets for a feature film.
- Acted as a liaison between the cast, crew, and director to ensure smooth communication.
- Maintained production efficiency, keeping the project on schedule.

Dr. Phil, Paramount Pictures, CBS MAY 2022 - MARCH 2023

Audience Coordinator

- Communicated with production staff to align audience movements with live taping schedules.
- Resolved last-minute seating issues, guest accommodations, and production changes in a fast-paced environment.

Disney 100, Walt Disney Company, Disney+ JANUARY 2023

Production Assistant

- Provided multi-departmental support across production, assisting with lighting, camera operation, cable management, and microphone setup to ensure smooth on-set operations.

Winning Time, Cooler Water Productions, HBO OCT. 2022 - FEB. 2023

COVID-19 Compliance Officer

- Implemented and enforced COVID-19 safety protocols in accordance with CDC, OSHA, and industry guidelines- including PPE Administration, temperature checks, and risk assessment.

Free Guy, 20th Century Studios JULY 2019

Production Assistant

- Secured hot set in Boston, preventing unauthorized access and paparazzi photography.
 - Escorted talent between set and vehicles, ensuring safe and timely transport.
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EDUCATION:

Emerson College, Boston — Bachelor's Degree

Visual Media Arts Production Major

Business of Creative Enterprises Minor

SKILLS:

Adobe Suite, Microsoft Suite, Excel, Google Suite, Autodesk Maya, Film Production, Final Cut Pro, DaVinci Resolve, Outlook, Slack, Mac/OSX fluency, Communication and Social Media, Story Analysis and Screenplay Coverage, Adaptable, Team Player, Active, Leader, Quick Learner, Creative, Hardworking, Detail Oriented, Administrative Work, Transcription, Heavy Scheduling, Strong Written and Verbal Communication, Live Event Coordination, Crowd Management, Guest Relations