

Jack Mullany

New York, NY

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INTRO

Organized and creative entertainment professional with 2+ years of experience supporting high-level talent producers, agents, and departments at leading media companies, including A24, NBC and IAG. Skilled in interpersonal communication, scheduling, and cross-team coordination in fast-paced, high-volume environments. Combines a deep love of film and television with practical experience across production and talent.

WORK EXPERIENCE

Receptionist | Workplace Experience Team, 2025

A24 - New York

- Acts as the central hub for office hospitality, providing high-level service to visitors, filmmakers, talent, and internal teams.
- Oversees reception, conference room coordination, and merchandise cataloging in partnership with support staff to maintain seamless operations and an elevated employee and guest experience at the New York HQ.
- Plans and executes curated release lunches, holiday events and cultural initiatives for the office.

Assistant to Lead Talent Producer, 2023 - 2024

Late Night with Seth Meyers, NBC - New York

- Assisted the head of talent department with all scheduling, expense reports and email/communication related tasks.
- Created and organized calendar for entire talent department. Took heavy meeting notes, tracked grids, guest ideas, press tour appearances and current events in entertainment and news.
- Communicated with the host, showrunner, and research department to inform them of talent needs and updates.
- Prepared all AFTRA and start form paperwork for guests on the show and coordinated payments with accountants.

Floater Assistant, 2023

Independent Artist Group (formerly APA Agency) - New York

- Covered high-volume talent, physical production, unscripted and music desks.
- Broke down scripts for talent department and executed booking reports for physical production department.
- Handled all communication at reception desk and coordinated with agents and assistants about client visits.

PRODUCTION EXPERIENCE

Videographer and Editor

- Shoots, directs and edits videos for New York based companies.
- Videos for Blank Street Coffee and Only NY have been shared to Instagram accounts of 239,000 + followers amassing over 50,000 collective views.

Set Production Assistant, 2022 - 2023

- Assisted in the daily operations of a fast-paced TV production, supporting crew and talent to ensure smooth on-set workflow.
 - HBO Max's And Just Like That (Season 2)
 - Amazon Prime Video's Fallout (Season 1)
 - AMC's Dead City (Season 1)
 - EPIX's The Godfather of Harlem (Season 3)

EDUCATION

New York University | Graduated May 2022

Bachelor of Science in Media, Culture and Communications

- Minor in Film Production
- GPA: 3.75

SKILLS

- Expert Video Editing (Adobe, Final Cut, Avid, Davinci, AfterEffects)
- Microsoft Office Suite (Excel, Powerpoint, Word)
- Design (Photoshop, Canva, InDesign)
- Google Workspace, Dropbox, Slack
- Script Coverage and Screenwriting (Final Draft 11, Celtx)
- InEntertainment, Scenechronize, Caset