

Adam Molloy

Production Coordinator

+1 708.217.3224
adam.jacob.molloy@gmail.com
Greater Los Angeles Metro Area

Highly organized production coordinator/associate producer specializing in EPK, Custom Content Days, Behind-the-Scenes Coverage, Commercial and Promotional shoots for various production companies and creative agencies. With a Commercial Production and performing arts background, Adam speaks both “talent” and “client”. This allows for smooth, friendly, & low-stress communication during pre-production, shoot days, post-production, and wrap.

PROFESSIONAL EXPERIENCE

Production Coordinator, Associate Producer; The Fabulous Group — Oct 2022 - Jan 2025

- Managed logistics for various EPK, CCD, BTS, and interview shoots at a creative agency for major film/TV/streaming studio marketing. Developed production plans/decks and managed travel, locations, catering, and crew.
- Created and maintained call sheets, crew directories, and wrap folders for the team’s Google Drive.
- Facilitated hard drives and media management to assist the post-production team.
- Assisted with booking crew and managing talent while coordinating with vendors to procure necessary equipment, props, and other production materials while assisting with media management.
- Created and fulfilled purchase orders and acted as an on-set point of contact for crew, client, and location management during pre and post-production.

Clients included: Apple, Amazon/MGM, Universal, Paramount, and Warner Brothers, among others.

Production Coordinator (Freelance), Framework Studio, — Feb 2023 - Jan 2024

- Managed pre-production logistics and timelines for various EPK, CCD, and interview shoots for major studios.
- Booked and coordinated crews, vendors, and locations.
- Maintained call sheets and organized job/wrap folders in the company’s Google Drive.
- Assisted the production manager and line producer in managing talent. Facilitated agreements, contracts, and releases while supporting talent and crew members and acting as a point of contact.

Clients included: Disney, Netflix, Warner Brothers and Paramount, among others.

Production Coordinator (Freelance), SunnyBoy Entertainment, — Feb 2025 - present

- Assisted the line producer with production logistics for CCD shoots for major studios. Coordinated crews, vendors, and locations while serving as the point of contact for preflight and shoot days.
- Assisted as Script Supervisor, maintaining continuity and script notes, and facilitating inter-departmental communication on the shoot day.

Production Coordinator, Propagate Content (Freelance)— Dec 2021 - April 2022

- Produced/distributed daily schedules while organizing vendor contacts, locations, and crew.
- Assisted in various roles on set while working closely with the production team on various projects (pilots, stand-up specials, promos, etc).

EDUCATION

Roosevelt University

Bachelor of Fine Arts, Music Theater

SKILLS (Interpersonal/Organizational)

- | | | |
|-------------------------|-----------------------------|-------------------------------|
| • Office Administration | • Detail oriented | • Strong Communication Skills |
| • Scheduling | • Vendor Account Management | • Strong vendor relationships |
| • Call Sheets | • Script Supervision | • Purchase Orders |
| • Deck creation | • On-set support | • Project management |
| • Flexible work style | | |
| • Media Management | | |

SKILLS (Tech)

- | | | |
|--------------------------|----------------|---------------------------|
| • Microsoft Office Suite | • Google Suite | • Windows/Mac proficiency |
| • Adobe Creative Cloud | • iMovie | • Breakdown Express |
| • Casting Networks | • Monday.com | • Showbiz Budgeting |
| • Actors Access | | |