



Jess Jones

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Professional interview here: <https://bit.ly/3wDSVsZ>

CURRENT POSITION:

Center Director/Coordinator, Kaufherr Resource Center - (2018 - 2021)

The Kaufherr Resource Center is a multi-purpose center serving members of the Screen Actors Guild/Association of Television and Radio Artists (SAG-AFTRA), the Actors Equity Association and student filmmakers in Chicago. The Kaufherr Center averages over 3,500 visits per year.

Center Director responsibilities:

- Program and present professional workshops and seminars year-round, provided by industry leaders and other union professionals for the advancement and professional development of union performers
- Manage reservations and facilitate self tapes and auditions as a reader, session director, and creative consultant
- Coordinate space use and host reservations by casting directors, agents, filmmakers, and producers for auditions
- Manage and maintain facilities for members to independently work, rehearse, record, and submit projects & auditions from the center's fully equipped audio and video suites
- Schedule and facilitate one-on-one trainings with members in media suites
- Schedule and facilitate regular board meetings with organization's board of directors
- Manage grant application processes to apply or renew annual funding opportunities.
- Maintain metrics and finalize completion reports in order to document success of the program

PREVIOUS EXPERIENCE:

Talent Agent, Grossman & Jack Talent - On-Camera, Theatrical, TV/Film (2010 -2018)

- Hired and trained by Mickey Grossman
- Licensed as an employment counselor in the State of Illinois by the Department of Labor
- Franchised sub-agent for SAG-AFTRA (Screen Actors Guild and the American Federation of Television and Radio Artists)
- Session directed, edited, and uploaded in-house auditions for potential on-camera and theatrical opportunities
- Scouted, signed, and developed new talent/clients for the on-camera & theatrical division of the agency
- Negotiated contracts for regional and national clients in commercial/industrial, episodic, and theatrical avenues
- Negotiated and closed multiple series option agreements, resulting in one pilot and one 6 of 9 direct to series order
- Negotiated and facilitated multiple production contracts for transfer to Broadway

Instructor - Acting for the Camera, Actors Training Center Wilmette (2010-2013)

- Created on-camera curriculum based on current industry trends and current market audition material
- Consistently sold multiple terms of the class to capacity and subsequently accommodated additional overflow sections
- Fostered ongoing dialogue with students outside of class regarding progress of each student's developmental growth

Talent Agent, Lily's Talent Agency – On-Camera, Voice Over, Theatre Agent, Associate to Print Dept. (2007-2009)

- Represented, submitted, booked, and negotiated contracts for talent listed with the agency
- Fielded submissions to voice over, theatre, and on-camera departments as an authority over new signs
- Supplemented agency personnel through recruitment, training, and directing of agency interns
- Maintained communications with previous clients and established new client relationships through project management

Casting Assistant, Claire Simon Casting - Freelance Associate (Spring/Summer 2007, Spring/Summer 2010)

- Assisted Casting Directors in project and session management
- Functioned as a reader for client attended in-house casting sessions
- Fielded phone calls, processed paperwork, and ensured the efficiency of the audition process

- Ghost Writer - Moody Broadcasting Network (2007)

- Conceptualized, scripted, and edited pieces for installments of a 2 minute segmented productions
- Incorporated feedback and refined copy to meet producer direction in final version
- Edited content to meet on-air time constraints in post production

Associate Producer, Chicago Improv Festival (2007 - 2009)

- Communicated between the various disciplines of the production team in a leadership capacity
- Associate and assistant produced at multiple venues throughout the course of the festival week
- Facilitated both front of house and backstage logistics as needed at the main stage venue
- Point of contact for headliners, including the cast of MADtv (Key & Peele), Jack McBrayer, Seth Meyers, & Amy Poehler

Talent Coordinator, College Comedy Competition – Chicago Improv Festival Productions (Various/Multiple years)

- Worked as a liaison between talent and production by expressing technical needs to control booth
- Assisted in technical direction, hospitality, facility requests, and set demands for teams competing in festival
- Managed and directed placement and holding of both on-camera talent as well as in-studio audience

Casting Associate/Recruiter, She-Larious - Season 1 (2007) MysticArt Pictures for Oxygen/Endemol

- Assisted the Chicago Casting Director both on and off camera
- Corresponded with applicants by fielding and responding to a range of queries, both by phone and email
- Completed and submitted casting projects to MysticArt Pictures headquarters on determined deadlines

Casting Recruiter, Pros Vs. Joes - Season 2 (2006) MysticArt Pictures for Spike TV

- Managed recruiting process in Chicago by scouting applicants in areas central to the target market
- Engaged in man on the street interviews in areas of high foot traffic and prescreened passerby applicants
- Scouted and secured potential applicants by challenging and motivating them to apply for the client's project
- Supplied detailed reports on applicants to MysticArt Pictures for follow-through

- Casting Associate, Top Design - Season 1 (2006) MysticArt Pictures for Bravo Network/Stone & Co.

- Expedited the casting process through tremendous organization and attention to detail
- Single-handedly interviewed, prepared, and pre-screened each applicant before placing them on-camera
- Independently located, solicited, pre-screened, and submitted the season winning contender on the program

Administrative Intern & Freelance Associate - (2006) O'Connor Casting - trained by Brad Burton and David O'Connor

- Honed the ability to multitask in a fast-paced office environment
- Learned telephonic professionalism, client etiquette, and how to make a mean pot of coffee
- Assisted in various casting sessions for major clients
- Retained as a freelance associate by the company as a result of a positive internship experience for both parties

Programming Coordinator, Day Camp (3rd & 4th Grade), Camp Manitoqua, Frankfort IL (Summer 2002)

- Developed 12 weeks of curriculum over the course of the summer specific to the needs of the group
- Supervised an average of 30-40 grade school day campers each week for 40+ hours per week
- Assigned programmatic duties and managed the rotating staff of 3-4 day camp leaders on a weekly basis
- Attended weekly cross-camp leadership meetings in order to foster the cohesiveness of programming

EDUCATION:

Bachelor of Arts, Communications Studies

Moody Bible Institute, Chicago, IL

Graduate with Honors, May 2007

SPECIAL SKILLS/ITEMS TO NOTE:

Comfortable in web-based video-sharing interfaces, editing software, and current audition technology trends

Experienced in client-focused media events, such as a nationwide open call for the Maytag man, the American Girl Movie open call, & more

Exceptionally skilled at fulfilling unique requests and obtaining specialty items, groups, or demands

References available upon request

ADDITIONAL TRAINING:

Student of Acting Sequence & Theatre Education: School of Theatre, Illinois State University (2 yrs.)

Graduate of the Second City Training Center Conservatory

Intern with the 8th Annual Chicago Improv Festival (Mainstage at the Athenaeum)