

Jessica Staples

Production Resume

Ivins, Utah | 808-237-9569 | jessi.staples@gmail.com

Assistant Location Manager | Locations Assistant | Key Office Production Assistant | Production Assistant

Experienced production professional specializing in Assistant Location Management, locations operations, and production office coordination across feature films, episodic television, and commercial productions. Proven ability to support scouting, secure permissions, manage documentation, and facilitate communication between production, agencies, and location stakeholders.

PROFESSIONAL EXPERIENCE

Youthful Pictures LLC | Assistant Location Manager

Major Studio Animated Feature | Working Title: Navajo | Producer: Kai Raka | Oct – Dec 2025

- Supported initial and follow-up location scouting; photographed locations for studio review
- Conducted follow-up scouting and meetings with park managers and location stakeholders
- Coordinated permissions with Departments of Transportation and other governing agencies
- Assisted with negotiating location fees and ensuring approvals and payments were secured
- Maintained location documentation and internal databases
- Facilitated communication between production, locations, agencies, and property owners

Park Pictures LLC | Production Assistant

Ford Commercial | Feb 28 – Mar 14, 2025

- Supported daily on-set production operations
- Tracked and submitted production expenses and receipts

Horizon Series 2, LLC | Locations Assistant

Horizon: An American Saga – Chapter 2 | 2023 – 2025 (Pre-Production, Production, Post-Production)

- Maintained location databases, contacts lists, trackers, and wrap documentation
- Tracked agreements, permits, releases, and legal paperwork
- Communicated with property owners regarding access, scheduling, and pricing
- Assisted with pricing comparisons and interdepartment coordination
- Used Word, Excel, Adobe Acrobat, and Caset for documentation and reconciliation

TPL Productions, LLC | Key Office Production Assistant

The Promised Land – Season 1 | Aug 27 – Nov 16, 2024

- Supported production office workflows and documentation flow
- Distributed call sheets and production mail within office and on set
- Assisted with timecards and daily coordination

Cosmic Pictures | Production Assistant / Location Scout

Commercial Productions | 2023

- Las Vegas Valley Water District Commercial – R&R Media
- UFirst Credit Union Super Bowl Commercial
- Location scouting, property owner coordination, photo documentation, crafty, and crew support

Additional Commercial & Episodic Credits | Production Assistant

2021 – 2022

- Breakaway Entertainment – Airlift (Seesaw Commercial)
- Mystery Box – Can-Am BRP MY23
- Sweatpants Media – Polaris MY23 Admiral
- Transition Productions – LPGA Tour, Copper Rock Championship (Golf Channel)
- Expedition Studios – Honda Rugged
- Baltic Tiger Entertainment – History Channel Series: Aztec Gold

SKILLS

Assistant Location Manager support; location scouting; permits, fees, and agency coordination; documentation and database management; production office workflows; petty cash and receipt tracking; Microsoft Word; Excel; Adobe Acrobat; Cashet

ADDITIONAL INFORMATION

Veteran. Actress. Horseback riding experience. Drives a 2008 Toyota FJ Cruiser (4WD).