

HEIDI JIANG

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Summary

Meticulous and creative Assistant Director with experience supporting production teams in all stages of development. Valued as a competent behind-the-scenes leader, with an excellent eye for detail and proven abilities in managing efficiency of operations, ensuring production events are executed smoothly. A collaborative team member who works well with challenging deadlines, highly motivated, eager to learn and able to adapt to multiple crew roles.

Highlights

Proficient in Adobe Creative Suite
Production tools
Filming Techniques
Flexible creative approach
Calm under pressure

Proactive approach to problem-solving
Excellent workflow management
Analytical thinking, planning
Communication
Collaboration

Experience

COVID PA

OAKVILLE (Star Trek: Discovery) -Season 5 / Toronto, ON / Jul. 2022 to present

- In charge of daily Covid Screening.
- Organize and sanitize cast PPE racks.
- Studio compliance

FIRST ASSISTANT DIRECTOR

Emotional Service Plant/ Toronto, ON / Jun. -Jul. 2022

- Track daily progress against the schedule and ensure daily shooting targets were met.
- Prepare daily call sheets.
- Interviewed and recommended new hires for floor crew.
- Covid tests planning for crew and cast.

PRODUCTION ASSISTANT

Piano Player/ Toronto, ON /Jun. 2022

- Coordinate production schedule requests with the executive team.
- Run errands for the Director and Associate Producer.
- Work with assistant directors to convey information from the director to each department.

FIRST ASSISTANT DIRECTOR

Good Vibes Only (Pilot) / Toronto, ON / Sept. - Dec. 2021

- Perform script breakdowns and create storyboards and shot lists.
- Interviewed and recommended new hires for floor crew.
- Prepared production and shooting guidelines to meet budget parameters and pre-set shooting schedules.
- Handles the logistics of running the set during production.
- Track daily progress against the schedule and ensure daily shooting targets were met.
- Prepare daily call sheets.

SECOND ASSISTANT DIRECTOR, PRODUCTION DESIGNER

Denim Cowboy / Toronto, ON / Oct. 2021

- Recommend alternative solutions to potential delays and other production issues.
- Performed troubleshooting for a variety of issues on set.
- Read scripts and discussed the design requirements with the director and producer.
- Provided design solutions for accessories, props and other requirements of the characters.
- Implemented the changes and completed projects within schedule and budget.

PRODUCTION ASSISTANT

Fingers / St. Catharines, ON / Mar. - Apr. 2019

- Coordinate production schedule requests with the executive team.
- Work with assistant directors to convey information from the director to each department.
- Pass schedules and scripts to the actors and other members of the team.

PRODUCTION ASSISTANT

Fish Out of Water / Toronto, ON / Dec. 2018 - Feb. 2019

- Assist the production manager and complete assigned tasks efficiently.
 - Organizes and files the Director's notes for the shoot.
 - Assists in setting up lighting and sound equipment.
 - Created and support a friendly and professional atmosphere within the team.
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Education

Toronto Metropolitan University, formally known as Ryerson University - Toronto, ON

Bachelor of Art in Creative Industries

- Specializing in the Film Business and Storytelling in Media

Ryerson University The Chang School of Continuing Education - Toronto, ON

- Film Studies Certificate