

MAXWELL KAGAN

Producer

Available for full time work

Reel: <https://youtu.be/ogIhE5vPTqI>

Los Angeles, CA 90028

646-419-0230

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EDUCATION

American Film Institute Conservatory, Los Angeles, CA. Masters of Fine Arts in Producing. Class of 2025

Produced Four Narrative Short Films, Co-Writer on one film.

WINNER – Amazon Innovative Storytellers Initiative Grant - Grand Prize of \$30,000 to produce “Degree of Certainty”

WINNER – Carole Joyce 2024 Student Film Grant (for short film “Degree of Certainty”)

WINNER – Company3 / AFI “Picture Grant” (for short film “Degree of Certainty”)

FINALIST – Roy W. Dean 2024 Short Film Grant (for short film “Degree of Certainty”)

Writer of “Hundred Million Dollar Man”, a short film script finalist selected by the American Film Institute Thesis Committee.

NOMINEE for BEST DRAMATIC SHORT at the City of Angeles Film

Festival (“Breaking and Entering”)

Post Producer/Producer for International Narrative Short film, dir: Catherine

Andre (FINALIST – BLUE CAT SCREENPLAY COMPETITION)

Produced Two 35mm MOS/Visual Essay, dir: Nyssa Gluck and Eliot Grigo

Line Produced One Narrative AFI Thesis Short, “Finding Yiyi.”

*UPMd/Production Coord. On Four Narrative shorts, including a **DWW+** film “Hatchlings”*

1st AD on Two Narrative Shorts /2nd AD on One Narrative Short.

New York University, Gallatin School of Individualized Study, New York, NY. May 2021 Bachelor of the Arts, Major in Film/TV/Theater Storytelling

PROFESSIONAL EXPERIENCE

Charlie Puth

March 2023 – July 2023

Executive Personal Assistant (Los Angeles, CA)

- Assist with all personal aspects of artist’s daily life: scheduling, appointments, reservations, house management, security and transportation coordination, etc.
- Oversee artist and management personal and professional schedule and liase with team to coordinate details of day-to-day
- Organize personal trips and manage all necessary details, including accompanying artist on North American tour.

David M. Ehrlich & Associates/DME Management

August 2021 – February 2023

Executive Assistant to President (New York, NY)

- Developed A&R for management and publishing efforts, drafted over 50+ producer agreements, recording agreements, management agreements, pitch decks and marketing plans.
- Managed projects and responsibilities as an entertainment attorney/manager’s “right-hand” and worked with clients, including major recording artists such as Lauren Spencer-Smith, Natalie Janowski, JUJ, Lola Brooke, etc. on a daily basis regarding all aspects of personal lives and professional operations.
- Partnered with major label executives at Universal Music on artistic campaigns and corresponded with an array of high-level music industry contacts, evaluated creative work and oversaw releases, provided administrative support, arranged domestic and international travel, accompanied manager and clients.

Sight Unseen Pictures

January 2021 – May 2021

Development Intern (New York, NY)

- Pitched properties to cultivate developmental interest.
- Collaborated with employees on daily operations, provided project research on Sundance Grand Jury Prize winner A THOUSAND AND ONE.
- Identified notable talent, assessed existing projects and provided coverage for 70+ scripts.

Marc Platt Productions

January 2020 – May 2020

Development Intern (Los Angeles, CA)

- Ascertained viable properties for adaptation, supervised existing projects and authored coverage for 40+ scripts.
- Devised new methods for organizing, copying and digitally archiving company’s extensive library of print documents.
- Collaborated with employees on daily operations, provided research on ongoing endeavors and potential projects, including BABYLON, WICKED, THE LITTLE MERMAID, TRIAL OF THE CHICAGO 7.

The Great Comet on Broadway

November 2016 – September 2017

Producing Intern (New York, NY)

- Composed 100+ show notes, researched casting recommendations, formulated content creation for social media.

SKILLS AND INTERESTS

- MovieMagic Budget and Scheduling, Final Draft, Adobe Creative Suite (Adobe Premiere, Adobe Photoshop) screenwriting, TV spec writing, proficiency with Microsoft Outlook, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, PracticePanther, invoicing and expense management, Google Suite, Microsoft Office Suite, Airtable and Cloud. Encyclopedic knowledge of film and musical theater.