

MATTHIEU CHAZAREIX

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Summary

I'm Matthieu Chazareix, an accomplished producer with six years of industry experience. My expertise in story development, budget management, and global travel experience makes me a valuable asset for travel productions. I'm dedicated to delivering quality content and am excited to partner with the next team to craft compelling stories that captivate audiences.

Skills

- Budgeting (MM, Celtx, Gorilla)
- Scheduling (MM, Celtx, Gorilla)
- Project Management (Monday, Airtable)
- MS Suite & Google Suite
- Pitch Decks & Story Beats
- English, French and Spanish Fluency
- Planning and Implementing
- Hiring
- QuickBooks
- Travel Coordination
- Fundraising
- Adobe (Photoshop, AE, Lightroom, Premiere)
- Avid
- Contract Negotiation
- Project organization
- Relations development
- Team building
- Pitch Decks
- Film Permits & Licensing
- Certified Covid-19 Compliance Officer

Experience

PRODUCER & EXECUTIVE PRODUCER | 02/2022 to Current

Heartlight Entertainment – New York, NY

- Raised or secured funds to pay for the entire production of movies or tv series.
- Determined project budgets to estimate and control overall projects costs, working with budgets of up to \$2 million.
- Organized a production team to include actors, writers, editors, technical staff, directors and more.
- Worked with key staff to ensure each step of the film is being produced within the deadline and budget.
- Managed all phases of production, including post-production and editing.

PRODUCER & LINE PRODUCER | 10/2020 to 04/2022

Story Plant Entertainment – New York, NY

- Created and maintained the production budget within the allocated amount.
- Ensured all individuals and departments – Assistant Director, Locations, Art, Vanities, Craft Services, Production Personnel – are fully aware of what to expect and have the resources needed to perform the work.
- Led creative personnel through production meetings and conference calls to fine tune shoot details and to ensure everyone is clear moving forward.
- Created and distributed accurate production documents, secured appropriate releases, production insurance, verified accuracy of all crew and vendor paperwork, oversaw payroll and vendor payments, and reconciled the budget.

PRODUCTION COORDINATOR | 09/2020 to 02/2021

Story Plant Entertainment – New York, NY

- Created and maintained the production budget within the allocated amount.
- Coordinated and executed interviews across eight states during the COVID-19 pandemic, maintaining rigorous safety and compliance standards.
- Secured licensing for our project by successfully presenting it to a major unscripted market, showcasing market acumen and negotiation skills.
- Managed budgets, permits, and travel logistics with precision, ensuring cost-effective project execution.
- Demonstrated adaptability and problem-solving abilities while navigating the dynamic challenges posed by the pandemic, essential qualities for a production coordinator role.

Education and Training

Concordia University - Montreal, Quebec | Bachelor of Arts & Sciences
Political Science, 2017

Lycée Français De New York - New York, New York | French Baccalaureate with Honors
Economics, 2012

Additional Information

- Languages: Excellent written, verbal, and interpersonal communication skills in English, French and Spanish
- Nationality: French citizen, Green Card holder, in the process of becoming an American citizen

Production Credits

Divine Renovation – Destination: New England – Heartlight Entertainment, {**EP, Producer**} Jan 2023 – Feb 2024

Grand Commission – Heartlight Entertainment, {**EP, Producer**} Nov 2022 – current

Metropolis Rising – Heartlight Entertainment, {**EP, Producer**} Nov 2022 – current.

Divine Renovation – Heartlight Entertainment, {**EP, Producer**} June 2022 – Nov 2022

The Thursday Night Club – Story Plant Entertainment, {**Producer, Line Producer**} April 2021 – May 2022

Covid America – Story Plant Entertainment, {**Coordinator**} Sept 2020 – February 2021

Magic Happen Media Event – Walt Disney Company, February 2020 – March 2020

Disney Files – Disney+, February 2020 – February 2020

Apple Music x Grammy – Apple Music {**Set**}, January 2020 – January 2020

DLH 360 Photo Shoot – Walt Disney Company, January 2020 – January 2020

Rise of The Resistance Media Event – Walt Disney Company, January 2020 – January 2020

Christmas Special – Walt Disney Company, November 2019 – December 2019

Holiday Media Event – Walt Disney Company, November 2019 – December 2019

Jungle Cruise Live Promo – Walt Disney Company, November 2019 – November 2019

D23 Oogie Boogie Bash Video – Walt Disney Company, October 2019 – November 2019

Dancing with the Stars – Walt Disney Company, October 2019 – November 2019

Gucci X Mikey Collection – Walt Disney Company, September 2019 – October 2019

Disney's Fairytale Weddings – Walt Disney Company {**Set PA**}, August 2019 – September 2019

MBC Boot Camp [Season 14&15] (WE TV) – ITV America {**Office PA**}, June 2019 – September 2019

Star Wars: Galaxy's Edge Media Event – Walt Disney Company {**Set PA**}, April 2019 – June 2019

Property Brother [Season 15] (HGTV) – Scott Brothers Entertainment {**Set PA**}, June 2019 – June 2019

Labor of Love (Fox) – Propagate Content {**Office**}, March 2019 – May 2019

Styling Hollywood (Netflix) – ITV America {**Set PA**}, December 2018 – February 2018

Murals in Motion (Nissan) – Vidfirst {**Key PA**}, October 2018 – November 2018

Lip Sync Battle Shorties [Season 2] (Nickelodeon) – Casey Patterson Entertainment {**Office and Set PA**}, July 2018 – September 2018

Drop That Seat [Season 1] (Nickelodeon) – Matador Content (Morning Bee) {**Set PA**}, June 2018 – June 2018

Fifty-One Shades of Verde – A Cinema Verde Film {**Associate Producer, Production Coordinator**}, May 2018 – June 2018

Skip Town (YouTube) – Pod Brother {**Set PA**}, May 2018 – June 2018

Do or Dare (Facebook) – Matador Content (Morning Bee) {**Set PA**}, January 2018 – June 2018

Hero Ink (A&E) – Matador Content {**Office and Set PA**}, March 2018 – April 2018

Safeword [Season 2] (MTV) – Matador Content (Morning Bee) {**Office and Set PA**}, January 2018 – February 2018

The Parisian Life – Southold Opera House {**Executive Assistant**}, September 2017 – December 2017)