



DUANE AAMOT

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Summary

Accomplished Stage Manager with 12 years of success in precisely managing the fine details of a production. Proficient in managing technical logistics and scheduling all stages of a production. Friendly and adaptable when assisting others and problem solving on the fly. Bringing 12 years of experience to the world renown American Film Institute.

Skills

- Production Process Coordination
- Time Management
- Graphics and Photo Imaging Software
- Problem Solving
- Crew Supervision
- Work Planning and Prioritization
- Schedule Management
- Production Equipment Approval
- Machinist
- Construction Coordinator
- Fine Artist/painter, set and conceptual designer

Experience

American Film Institute | City of Los Angeles, CA

Stage Manager

08/2008 - 07/2020

- Scheduled all productions, classes, and events on stage.
- Managed the entire Production Facility including Stage, Scene Dock, Mill, Prop Rooms, Wardrobe, and Staging Rooms Wardrobe.
- Instructed advanced Set Construction and Advanced Tool Safety classes.
- Recruited and managed employees.
- Continuously improved the production facility with capital improvements, organization, and donations from vendors.
- Maintained a high level of safety through instruction and supervision with all groups working in the area.
- Maintained all equipment, tools, and expendables within a fixed budget.
- Oversaw scheduling and production details for Cycle, Thesis, MOS, classes, and events.
- Communicated with other managers and directors/staff on all issues.
- Oversaw construction and repair of sets, props and lights.
- Purchased and rented necessary supplies such as tools, equipment, maintenance needs, expendables, layout board, etc.
- Supervised and worked closely with production designers, cinematographers, producers and technical crews throughout production process.
- Consulted with teams on logistics, construction plans, materials, design efficiency, storage, safety, and rented space.
- Directed daily operations, overseeing multiple staff and training of new staff.
- Identified and approved equipment and elements required for productions such as tools, props, scenery, lights and costumes.
- Maintained a high level of communication with the Director of Production, Director of Cinematography, Director of Production Service,

and other departments.

- Attended Production Safety meetings and gave reports for Wrap meeting for teams on stage.
- Kept a data base and communicated with vendors, donors, drivers, outside designers and construction coordinators.
- Designed and supervised the building of a full stage grid for lighting, stage craft room with make-up room, wardrobe room, furniture prop room, storage bays, flat storage, backdrop storage area, and new parking lot adjacent to scene dock. This lot was named after me.

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Aamotron Inc. | Anaheim, CA

Production Manager

01/1985 - 06/2007

- Managed and operated state of the art CNC Routing and Drilling machines for the Aerospace Industry.
- Performed calculations, determined materials to be cut and translated instructions into computer automated manufacturing (CAM) program.
- Determined program operations sequences and chose appropriate tooling.
- Met safety procedures and regulations, maintained equipment and provided preventive maintenance to maintain secure operations.
- Set up, adjusted or operated basic or specialized machine tools to support precision machining operations.
- Observed machines for proper functioning and made adjustments to meet specifications and complete work orders on-time and under budget.
- Monitored and adjusted processes or equipment to improve quality and productivity.
- Performed routine maintenance on machines and monitored usage to reduce parts breakdown.
- Maintained machines with regular upkeep and repairs, including removing worn or broken tooling or dies.
- Checked work pieces against specifications to assess conformance.
- Input commands into CNC machines for actions such as pattern management and graphic displays on terminal screens.
- Worked from layout and work order, created programs and set up machines to produce required parts.

Education and Training

Cal Poly University | Pomona, CA

Some College (No Degree) in Architecture/Art

Studied for 4 years but needed to resume work with family business because father passed away.