

Jack Milliken

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Professional Summary

Detail-oriented production and marketing coordinator with 4+ years of experience supporting live events, film/television social media productions, and multi-stakeholder creative projects. Proven ability to manage logistics, vendor coordination, scheduling, and on-site execution in fast-paced, talent-facing environments. Experienced in coordinating cross-functional teams, maintaining organized systems, and ensuring seamless execution from planning through live event delivery. Background includes supporting productions and campaigns with major companies including Disney, Genius, Apple, BMG, and Best Buy.

Core Skills

Event & Project Coordination: Run of Show Support, Event Logistics, Vendor Coordination, Travel Coordination, On-Site Execution, Problem Solving

Administrative & Operational Support: Calendar Coordination, Meeting Scheduling, Content Calendar Management, Invoice Tracking, Project Documentation

Production & Publicity Support: Talent Coordination, Production Logistics, Media Monitoring, Industry Research, Social Media Research, Influencer Identification

Technical Tools: Microsoft 365 (Excel, Word, PowerPoint), Google Workspace, Asana, Airtable, Notion, Adobe Creative Suite, Canva

Experience

Director of Content and Creative Strategy | Unleashd Creative Oct 2025 – Present

- Support production coordination for artist content shoots, including scheduling, vendor sourcing, and on-site execution
- Assist in managing project timelines, calendars, and deliverables across multiple concurrent productions
- Maintain organized digital asset libraries and documentation systems across teams
- Support client communication and production planning within fast-paced creative environments

Freelance Social Media Contractor | Interscope Records Sept 2025 – Jan 2026

- Supported content production and asset organization for social media campaigns
- Assisted with internal coordination and content calendar execution across projects

Content Creator & Account Coordinator | RQ Marketing Agency May 2025 – Oct 2025

- Supported campaign coordination including timelines, client communication, and production logistics for Best Buy and Apple campaigns
- Assisted with vendor outreach and asset organization across multiple projects

Junior Producer | Retirement House, Flight House/Create Music Group Apr 2024 – Jun 2025

- Supported production coordination across projects for Genius, Warner Bros., Amazon Studios, Disney, and Paramount
- Assisted with on-site production logistics including crew coordination, talent scheduling, equipment setup, and vendor communication
- Helped build and maintain production schedules and acted as a communication link between teams to ensure smooth execution

Sync Licensing & Catalog Manager | Preach Records Jan 2024 – Present

- Support catalog management and documentation for a 500+ track library
- Assist in coordinating communication with partners
- Track deliverables, timelines, and metadata across multiple projects
- Collaborate with internal and external partners to align catalog promotion

Event Coordinator / DJ | Dancing DJ Productions | 2019 – 2024

- Coordinated and executed large-scale weddings (100–300+ guests), managing timelines, vendor coordination, and client communication
- Led real-time event flow, adapting to schedule changes while maintaining seamless guest experience
- Managed setup and breakdown of AV equipment, staging, and event materials
- Served as primary on-site point of contact for clients, planners, and vendors, troubleshooting issues in real time

Creative Producer | SD WATER Artist Collective Apr 2020 – January 2023

- Supported tour logistics including travel coordination (flights, accommodations, itineraries) for artists and production teams
- Assisted with vendor coordination, and live event execution across the United States

Production Coordinator & Host | No Midnight Media | May 2017 – Dec 2023

- Supported production coordination for a Disney-focused podcast network reaching 500,000+ downloads
- Assisted with live-streamed productions including talent coordination and run-of-show support
- Contributed to scheduling, content calendars, and coordination across productions
- Supported live and studio production environments with setup and troubleshooting

Education

University of California, Los Angeles – Coursework in Film & Music Supervision, Spring 2025

San Diego State University – B.S. in Television, Film & New Media (Minor in Music), 2023

University of Kent, UK – Semester Abroad in Film, Fall 2022

Awards

Best Production Design & Best Editing- SDSU Emerging Filmmakers Showcase, 2023