

KIT MCDONALD

CONTACT



Phone

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Email

kitmcdonaldfilm@gmail.com

Website

kitmcdonaldfilm.com

Pronouns

they / them / theirs

EDUCATION



Savannah College of Art & Design (SCAD)

- MFA in Film & Television
- 2021
- 4.0 GPA

Queen's University Belfast

- BA in Film
- 2014
- First Class Honours
- President of the QUB Film Society

TOOLS & SKILLS



AVID Media Composer

Adobe: Premiere Pro,

Lightroom,

Acrobat

Scenechronize

Smart PO Digital Purchase Order

Microsoft Office G-Suite

Quick & enthusiastic learner

Teamwork Leadership

Detail-oriented

Strong communicator

Ballroom dancer

FILM & TELEVISION EXPERIENCE

2023 **Clean Slate, Season 1**

Sony Pictures Entertainment & Amazon FreeVee, TV Series

Production Secretary

- Created and distributed important documents to crew, cast, network, and studio contacts
- Supported maintenance and operation of our spaces, including the Production Office and Stage
- Supervised and trained team of Office PAs

2022 **Manhunt**

Apple TV+, Limited Series

Production Secretary

- Managed document creation and distribution for company
- Supported Production by being an organized and efficient information hub

2021 **The Girl from Plainville**

NBCUniversal & Hulu, Limited Series

Assistant to the Line Producer

- Assisted Line Producer Neal Ahern for 8-episode limited series
- Created and maintained spreadsheets tracking important scene, cast, and director information over all episodes
- Attended and took notes on meetings, calls, location scouts
- Managed calendars and correspondence
- Worked with Dept Heads, Production Office, Executive Producers, UPM, Episodic Directors, and Cinematographer
- Organized wrap gifts for 500 cast and crew

2021 **Last Seen Alive**

Voltage Pictures, Feature Film

Office Production Assistant

- Ensured the office ran smoothly during pre-production and production

2021 **Makana Masks SCADpro**

Makana Masks SCADpro

Brand Film Director and Co-Writer

- Wrote and directed 2 Dr. Makana brand films to establish brand presence, educate the audience, and advertise Makana Masks, working closely with client

2018 **The Act**

-2019 NBCUniversal & Hulu, Limited Series

Assistant to Directors

- Assisted 5 directors across 8 episodes: Adam Arkin, Laure de Clermont-Tonnère, Hannah Fidell, Christina Choe, & Steven Piet
- Designed and compiled studio presentations
- Took notes on meetings, calls, and scouts
- Handled scheduling, phone calls, paperwork, script revisions
- Assisted Line Producer with DGA director tracking paperwork

KIT MCDONALD

SELECTED WORKS



DR. MAKANA

Director & Co-Writer

2021

LIGHT YEARS

Director & Co-Writer

POLAR OPPOSITES

Director

2019

THE HOSTESS CITY

Director

2019
2020

A CRYING DOLL

Editor

2019

BARB

Director & Screenwriter

2019

ROBOSTALKER

Director & Co-Writer

2019

OPERATION NEW HOPE

Director

2018

RICH MAN'S WORLD

Director

2014

SAFE

Co-Creator

2013

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ADDITIONAL EXPERIENCE

2019 Participant: Directors' Lab

SCAD Savannah Film Festival

- Directed actors Julia Lester and Joshua Whitehouse in a scene under the mentorship of producer Tom Musca

2015 -2021 New Waves Productions

Assistant

- Launched and maintained non-profit website and social media
- Developed and grew mailing list, composed monthly newsletters
- Consulted on film production projects
- Standardized Film Club literature

2017 Mr. Styx and Me

Director: Wes Tomasz Ciesla, Short Film

1st Assistant Director

2016 Red Oaks, Season 2

Amazon Studios, TV Series

Set Production Assistant

2016 In Case of Emergency

Director: Stefanie Sparks, Short Film

Set Production Assistant

2015 Distribution & Publicity Intern

-2016 Other Islands Films

- Forged relationships with non-profits for film distribution
- Transcribed interviews and worked as production assistant
- Worked with filmmakers Renée Silverman & Peter Miller

2015 Research and Talent Intern

Lou Reda Productions

- Managed and organized company-wide documents
- Evaluated and pitched potential reality ideas to superiors and established contact between company and potential talent
- Assistant editing in Final Cut Pro 7

2015 Chicken

Director: Alain Alfaro, Short Film

Set Production Assistant

2012 Losers

Director: Carlos del Rosario, TV Pilot

Prep & Set Production Assistant