

# Arash (Ash) Kouchak Pour

# 2nd Assistant Director

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## Profile

With 5 years of production experience, and training from the NFTS, Prince's Trust, and Media Trust I have deep knowledge of the production process. I have strong organisational and communication skills from my 5+ years in admin, a detailed level of budgeting and planning from my time working on film productions, and am able to take on leadership roles for a multitude of creative and commercial projects. I'm passionate, dedicated and always have a positive attitude in my approach, aiming for the highest standard of work in everything I do.

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## Media & Production Experience (By Order of Relevance)

**June 23**

### **Film Project 2023 - Gonah** **2<sup>nd</sup> Assistant Director**

- Planning logistics, creating, managing, and delivering the film end-to-end, ensuring the brief is met.
- Building strong relationships with various teams including producers, executive producers, stakeholders, senior staff, and freelancers. Negotiating rates where necessary.
- Creating detailed production plans to enable successful set build delivery and coherent shoot dates.
- Managing workflows of production and post-production teams with internal and external studios.
- Identifying potential risks to budget, escalating, and making relevant adjustments where necessary.
- Carrying out risk assessments and carefully planning shoots to ensure health and safety is met.
- Briefing various departments on project requirements and prioritising tasks to meet deadlines.
- Planning and managing shoot/project of a budget in excess of £20,000.
- Balancing costs efficiently to ensure project is completed on time and within budget.

**May 22**

### **Film Project 2022 – The Summoning** **2<sup>nd</sup> Assistant Director**

- Interrogating all information on briefings to ensure project is in line market trends.
- Ensuring images and videos are archived and handled appropriately on set and during post.
- Resolving queries on set, communicating clearly to ensure they are dealt with in a timely manner.
- Housekeeping all data including images and videos virtually and physically.
- Managing, arranging and hiring post-production teams.
- Working with senior producers to ensure the project is completed on time and to budget.
- Working with different departments including marketing to maximise exposure upon release.
- Setting out and budgeting an annual marketing plan to increase consumer base and views.
- Tracking assets, identifying any missing images, shots or scenes, and ensuring full delivery on time.
- Relaying information to relevant departments including the Art Director, Production Designers, and other crew in order to ensure timely delivery.
- Greeting cast and crew, introducing them to the relevant production personnel.
- Distributing call sheets and other relevant documentation to cast and crew.
- Communicating shots and set ups for the day to crew and various departments.

**Dec 20 – May 21**

### **Film Project 2020/21 – Have Heart** **2<sup>nd</sup> Assistant Director**

- Negotiating with and successfully sourcing suitable locations in line with the budget.
- Arranging travel, distributing shoot schedules as well as script rewrites and revisions.
- Making a detailed 6 month production schedule in order to track progress and adjust workload.
- Managing crew members across departments to ensure completion of work in line with the deadline.
- Ensuring that all Covid-19 guidelines were in place and being followed on set and during production.
- Sourcing cast and crew for production and post, using websites and previously worked with contacts.
- Wrapping production, ensuring relevant accounts are closed and equipment is returned as appropriate.
- Calculating a budget in reference to production costs, including a contingency for unforeseen expenses.
- Working as part of a team across departments and regularly communicating with heads of departments to complete work on time and to the brief.

**Jul 20**

### **Film Project 2019 – Midnight Run**

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## 2<sup>nd</sup> Assistant Director

- Making inventory of and collecting equipment and props prior to the shoot.
- Submitting the film to a number of festivals and promoting it to maximise exposure.
- Leading and managing teams to make sure the vision is met and that everyone sticks to the brief.
- Organising cuts, takes and audio-visual cues to advise the sound/editing team during post-production.
- Coordinating a team of 15 people both online and in person to ensure completion of the project on time.

**Aug 21 – Present**

## Various Commercial Roles

### Production Assistant/Production Co-Ordinator

- Preparing schedules, shot-lists, logs and other paperwork for production and post-production.
- Data wrangling and making sure all digital files are backed up to a secure drive.
- Sorting out on set enquiries such as public interest and other relevant paperwork.
- Planning the shoot beforehand, predicting obstacles and working out practical remedies.
- Working as part of a team to ensure the shoot was complete on time and against the brief.
- Distribute call sheets and time-keeping throughout the day to ensure an on-schedule shoot.
- Organising the signing and collection of non-disclosure forms from staff and members of the public.

**Feb 16 – Jun 16**

## Guestlist Magazine

### Journalist/Content Writer/Social Media Manager

- Helping to deliver social media content with commerciality and on brand themes to ensure creative objectives are met.
- Analysing competition and tracking new trends in entertainment for Head Editor.
- Writing weekly online newsletters to subscribers, highlighting new and exclusive content.
- Analysing web traffic for monthly presentations to track marketing campaign success levels.
- Managing 6 social media platforms leading to an increase in followers/subscribers and online reads.
- Writing original articles with a focus on Film Reviews, Entertainment News and Promotional Releases.
- Providing scheduling assistance & business support to management whilst working to tight deadlines.
- Blocking out and planning schedules for current and future months for teams across the company.

**Aug 10 – Aug 14**

## Royal Borough of Kensington & Chelsea Connexions

### Administrator

- Managing diaries and keeping track of appointments for colleagues and senior management.
- Organising events for young people in the area to encourage long term community engagement.
- Leading teams for community events, scheduling day to day activities for the duration of the event.
- Providing management with administrative support and maintaining business documents for audit trails.

**Mar 18 – Present**

## John Lewis & Partners

### Selling Partner

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## Education and Qualifications

### The National Film & Television School: Certificate in Filmmaking (Oct 20 – Apr 21)

#### Modules:

- Directing
- Producing
- Screenwriting
- Cinematography
- Production Design
- Production Management

#### References:

Thomas Stark Holland – [tom@thomasstarkholland.com](mailto:tom@thomasstarkholland.com)

Chris Pelekanou – [chrispelekanou47@icloud.com](mailto:chrispelekanou47@icloud.com)