

Sam Stein-De Turck (he/him/his)

Los Angeles, CA
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EXPERIENCE

Office and Set Production Assistant

June 2025-August 2025

Buffy: New Sunnydale Pilot (Hulu/20th Television) (Los Angeles, CA)

In the office:

- Office tasks such as answering phones, restocking and organizing office crafty, maintaining office supplies, managing requests within the office, and sending out, picking up, and distributing lunch orders for the production office, and running any necessary errands, using Scenechronize, and reconciling receipts on Cashét.
- Assisting the production office coordinator with any tasks that required additional support
- Setting up for various events in the production office
- Assisting anyone in production office with projects such as organizing storyboards

On set:

- Keeping set quiet and orderly while shooting
- Getting coffee and lunch orders for talent and producers
- Running miscellaneous errands as needed
- Assisting with managing background cast
- Assisting AD team with miscellaneous tasks
- Collecting timesheets from each department at the end of every workday

Stage and Office Production Assistant

August 2024-December 2024

Crutch Season 1 (CBS/Paramount+) (New York, NY)

- Office tasks such as managing the production email, taking care of requests within the office, using Scenechronize for printing scripts, call sheets, and production reports, collecting and sending out lunch orders for the office, restocking crafty for both the office and the stage, sending opening and closing emails, answering the office phone, and reconciling receipts on Cashét.
- Drafting emails for line producer and production supervisor, assisting with organization of production office projects, and assisting with communication between the office and the stage for line producer and co-executive producers
- Setting up for production events such as table reads
- Running errands for the production, such as driving to drop off and pick up packages, lunches, office supplies, and furniture
- Assisting with audience coordination for live shoots
- Maintaining cast dressing rooms

Scenic Carpenter

May 2022-August 2022

the Geffen Playhouse (Los Angeles, CA)

- Constructing, loading in, and striking sets
- Assisting with running events and theatre maintenance

SELECTED SKILLS

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| • Task prioritization | • Time management |
| • Problem-solving | • Adobe creative suite (basic) |
| • Collaboration | • CA driver's license |
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EDUCATION

Grinnell College – BA English

ELVTR Certificate of Completion – Become A Game Writer, taught by Adam Dolin¹

REFERENCES AVAILABLE UPON REQUEST

¹https://www.dropbox.com/scl/fi/281m5g2znlskbw8th55uq/SSDT_certificateofcompletion.pdf?rlkey=3sfs09tf ee2qnucx5s2963man&st=iey9dg6k&dl=0