

Jacob Robicheau

jvrobicheau.com - jacob.v.robicheau@gmail.com - [Letterboxd](#) - IG: @jacobrobicheau

Education:

Emerson College, Boston, MA Bachelor of Arts in 'Media Arts Production' / Graduated Magna Cum Laude

- 4 years of work experience intermittent outside of school parameters in entertainment/media, with experience in film production, post-production, and administrative roles. Member of the 'Gold Key Honors Society' (Top 5 Percent of the Class of 2025)

Skills:

- Calendar management, schedules, deadlines, and appointments using Google, iCal, and Outlook, including complex workflow scheduling, team coordination, and reminders. Detailed note taking, action item delegation and follow through
- Microsoft Office, Google Docs, Premiere Pro, Filmic Pro, Logic Pro, Final Cut Pro, Avid Media Composer, Steenbeck Film Editing Table, Soundtrap
- Able to quickly adapt and utilize new software, calendaring tools and features
- Expert writer and proofreader with impeccable grammar, spelling, punctuation, and sentence structure
- Experienced in script reading, writing and coverage
- Strong interpersonal skills, with ability to effectively collaborate with colleagues, creatives, executives, and business partners
- Proven ability to thrive in fast-paced, deadline-driven environments, with strong teamwork and collaboration skills
- Assisting with travel arrangements and prep of itineraries

Work Experience:

Internship - Tech Room Manager - Thunder Studios (Long Beach, CA)

January 2025 – May 2025

- Conducted comprehensive inventory of camera and electrical equipment, including:
 - Camera packages including the Arri Alexa 35, Sony F5 CineAlta, other camera packages, various lenses, etc, miscellaneous equipment. Created and implemented upgraded cross-filing system for organizing physical equipment, improving studio-wide efficiency and asset management

Casting Assistant - 'Emily Is Dead', Independent Film – Dir. Keith Boynton

June 2024 – September 2024

- Organized casting materials utilizing Google Sheets and standard archival logging

Archival Logger - 'Sly' Sylvester Stallone Documentary - Netflix - Dir. Thom Zimny

April 2022 – November 2023

- Researched, sourced, and logged archival footage in Google Sheets with metadata and copyright info
- Organized materials in multiple databases and AVID Media Composer
- Met deadlines remotely (3-5 days/week) while balancing academics
- Communicated with production team via email, phone, and Zoom
- Maintained confidentiality, adhered to copyright, and uploaded files to shared Dropbox

On-Set PA - 'The Purple Glasses' Independent Short – Dir. Susan A. Sullivan (Los Angeles)

August 2022 (3-day total production schedule)

- Started as On-Set PA, managing background extras, and was quickly promoted to Equipment PA, handling walkies and communication equipment
- Further promoted to Stand-in and Line Reader, supporting the script department with line reads and stand-in work
- Demonstrated adaptability, quick learning, and ability to take on new responsibilities under pressure

Additional Skills:

Can operate: Audio Recorders (The PCM-D10, the 633 Sound Device, and the Zoom F8n), and Various Cameras (Canon C70, Sony F5 CineAlta, Sony PXW-FS5, Bolex H16, Canon C300 Mk 2, Fujifilm X-T3, Blackmagic Pocket 6k and Pocket 4k, the Arri Alexa Mini, and the Arri Alexa 35)

Awards & Recognition:

Festigious Film Festival 2025 - 'Best Director' Award for 'Late' (2024)

Emerson's VMA's Capstone Production Award Winner 2024 for 'Late' (2024)

Rome Prisma Film Awards – Winner Best Short Screenplay for 'Taking Things Elsewhere' (2022)

Blow-Up Arthouse Filmfest · Chicago – Semi-Finalist for 'Sky' (2022)

Athens International Art Film Festival – Honorable Mention for 'End of an Era' (2021)

Fluent in Spanish

Clean driving record

Valid US passport