

TARA GENTILE

EXECUTIVE IN CHARGE OF PRODUCTION
818.715.7145 O • 323.243.7200 C • tgentile@plvprods.com

SUMMARY

A senior production executive with a proven track record of leading a diverse team of production professionals. Established areas of expertise include: production efficiency and budget creation and management; business and legal affairs, and cutting-edge problem solving.

EXPERIENCE

Executive In Charge of Production / Production Consultant 1999 - Present
A&E, ABC, Amazon, CBS, Disney, FOX, Food Network, GSN (Game Show Network), History Channel, Lifetime, MTV, Netflix, NBC, TCM Channel, TV Land, WE TV, Syndication (*Partial Credits to Follow*)

Vice President / Board of Directors 2004 - 2012
Neurofibromatosis, Inc. CA

EDUCATION

B.B.A., International Business Hofstra University

KEY SKILLS

Excellent Communicator • Detail-Oriented • Strategic Problem-Solver • Savvy Negotiator • Financial Analytics • EP / MMB Budgeting • Microsoft Office • File Maker Pro • Adobe Suite • MAC / PC Proficient

JOB DUTIES

Responsible for all aspects of production administration, finance, legal, logistics including, but not limited to:

- Determining the production and post-production schedule, master calendar and budget by understanding the creative plan and its' needs, calculating time and manpower requirements and sequencing production elements;
- Ensuring correct setup of new productions while delegating duties to production staff;
- Ensuring proper upkeep of all documentation and production deliverables;
- Reviewing all outgoing correspondence related to production including daily call sheets, production reports, asset lists, inventory logs and photographs, correspondence to employees, etc.;
- Assessing production issues and identifying solutions to ensure production is delivered on-time and within budget, while meeting executive and network expectations and requirements;
- Acting as the primary liaison for all vendor/crew/staff interactions relating to employment disputes/issues/questions, accounts receivable issues, legal issues/questions, insurance requirements, and worker safety;
- Conducting regular status meetings with internal staff and all department heads;
- Leading a production of up to 200 or more employees within various departments;
- Approving all show related purchases and rentals;
- Ensuring proper compliance of the most current Union/Guild rules and regulations including DGA, WGA, SAG-AFTRA, IATSE, IBEW, AFM
- Ensuring adherence to the budget parameters by all departments;
- Establishing the cashflow forecast and tracking expenditures;
- Reviewing and approving all issued purchase orders and corresponding backup;
- Examining and approving all employee deal memos, start paperwork, and timecards on a weekly basis;
- Ensuring that invoicing and billing is completed in a timely manner and correct documentation is received from all vendors and submitted to accounting;
- Working with the finance and accounting departments to ensure weekly trial balance, general ledger and cost reports are accurate prior to internal distribution to production company and external distribution to network;
- Encouraging production staff, when negotiating with crew/vendors, to stay on or below the estimated budgeted labor and rental rates;
- Reviewing all show-related contract documents and coordinating with the legal department and insurance company on any changes deemed necessary to ensure full liability coverage for the production;

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JOB DUTIES (Continued)

- Ensuring daily onsite safety meetings by staging supervisor are being completed, and training is being implemented when required;
- Maintaining a safe, clean, and hazard-free jobsite;
- Conducting regular site visits during the initial set build to ensure standards of quality are being met;
- Completing daily set walk-through's during tape days to ensure OSHA, union and stage regulations are being adhered to;
- Maintaining good relationships with fire safety, studio management, union compliance departments, etc.;
- Coordinating and troubleshooting with the legal department when production, insurance or labor issues arise;
- Maintaining production standards and practices as well as competition compliance;
- Overseeing production related licenses including, but not limited to, music, sound effects, stock footage, still photos, original graphics and other necessary clearances.

PARTIAL LIST OF CREDITS

Executive In Charge of Production / Line Producer

The 1% Club	AMAZON-FOX / BBC Studios	Variety – Game	2023 - 2024
Switch (Season 1)	GSN / Diga, LLC	Variety – Game	2022
Concentration Pilot	NBC / Universal Studios Group	Variety – Game	2021
Chain Reaction	GSN / Game Show Enterprises	Variety – Game	2020
Master Minds	GSN / Game Show Enterprises	Variety – Game	2020
America Says (Season 1, 2, 3, 5)	GSN / Game Show Enterprises	Variety – Game	2018 - 2022
Annual A Home for the Holidays (Season 19, 18, 16, 15, 14, 13, 12, 11)	CBS / Triage Entertainment	Variety – Music / LTT	2009 - 2017
Pointless	GSN / Authentic TV	Variety – Game	2017
Divided (Season 1)	GSN / Talpa Media	Variety – Game	2016
Winsanity (Season 1, 2)	GSN / Electus	Variety – Game	2015 - 2017
Marriage Bootcamp (Season 4, 5)	WE / Think Factory	Reality – Series	2015
Skin Wars Reunion	GSN / Michael Levitt Prods.	Variety – Special	2014
The Hook Up (Season 1)	MTV / Think Factory	Variety – Dating Series	2013
Minute To Win It (Season 1)	GSN / Shine America	Variety – Game	2013
The American Bible Challenge (Pilot, Season 1)	GSN / RelativityReal	Variety – Game Pilot	2012
Baggage (Season 3)	GSN / Comcast Entertainment	Variety – Game / Strip	2011
GSN Live	GSN	Variety – Live	2011
The Week the Women Went	Lifetime / BBC America	Reality – Pilot	2008
Dancing with the Stars Fitness Video #2	Direct-to-Video / BBC America	Variety – Dance	2008
How Much Is Enough? (Season 1)	GSN / BBC America	Variety – Game / Strip	2007
The Pendleton Project / Tattoo Road Trip	A&E / Juma Entertainment	Reality – Pilot	2007
1 st Annual Women's World Awards	ORF / John Cossette Prods.	Variety – Awards / LTT	2006
Back to the Grind	TV Land / Michael Levitt Prods.	Reality – Pilot	2006
Dynasty Reunion Special	CBS / Chloe Prods.	Variety – Special	2006
The Dick Cavett Show	TCM Channel / Mine All Mine, Inc.	Variety – Special	2006
WomenRock! Melissa Ethridge	Lifetime / John Cossette Prods.	Variety – Music / LTT	2005
Bible Battles	History Channel / Limulus Prods.	Long Form – Recreation	2005
The Hollywood Squares (Season 6)	Syndicated / Kingworld	Variety – Game / Strip	2003 - 2004

Production Consultant / Consulting Producer

Jonas Brothers Family Roast	NETFLIX / Fulwell73 Productions	Variety – Special	2021
America Says (Season 4)	GSN / Game Show Enterprises	Variety – Game	2020
Best Ever Trivia Show	GSN / Game Show Enterprises	Variety – Game	2019
Common Knowledge (Season 1, 2)	GSN / Game Show Enterprises	Variety – Game	2018 - 2019
Fresh Paint	GSN / Michael Levitt Prods.	Reality – Competition	2015
Steampunk'd	GSN / Pink Sneakers	Reality – Competition	2015