

Mitali Khare

Film & Media Producer | Visual Artist

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EXECUTIVE SUMMARY

Creative Producer with seven(7) years of experience across several mediums including: Film, Commercials, Documentaries, Music Videos, and Social Media Content that have accumulated over 174 million viewers. With a background in Fine Arts and Business I amalgamate both skillsets into producing a project. I am a strong communicator and I like to keep workflows and collaborations as transparent as possible, I'm always keen on learning and growing my skills and thinking patterns. I have prior Line Producing and Management experience, proficient in Post Production Supervision and Coordination. I love to sketch and design.

PRODUCTION EXPERIENCE

View my portfolio at <https://www.mitalikhare.com>

Video Producer

Los Angeles, CA | 2017 - Present

- Oversee content from conceptualisation to fruition through the various stages of execution, including : Research/ Writing/Shooting/Producing/Interview questions/ Post and Voice Over direction.
- Work directly with clients and studios, ensuring proper communication in regard to segment expectations and goals through research and consistent updates.
- Collaborate with business partners, sales and marketing team to lead execution of branded content, developing creative concepts that are executable in nature and budget.
- Work closely with talent to coordinate schedule and shoot needs.
- Edit assets in case it needs to be delivered to the studio directly. Work closely with Editing team to ensure finished product reflects script and is legally and creatively approved. Liase with the legal team, crew, art department and production management.
- Facilitate onboarding for all vendors, Production Paperwork, extras bookings, shoot reports, invoice processing, vendor database and management, locations.
- Partner closely with the Director and Director of Photography in pre production and production of shoots, ideating shot lists, location scouting as necessary and properly coordinating footage delivery between teams.
- Lead the production team and be the key liaison between the client, brand featured, and the crew and talent.

Produced for Vice, Refinery29, Amazon Music, YoungLA, Allmax Nutrition, Acura, Diljit Dosanjh, Fields, Daryy Music and more.

Film Producer

Los Angeles, CA | 2018 - Present

- Lead the development phase by working closely with a screenwriter/director on new Ideas and stories and/or obtaining option rights to a literary material and offer a range of creative solutions and paths in the process.
- Work closely with a Casting Director/Associate in order to create a complete film package. Reach out to the talent managers and evoke interest in the film.
- Create a structure and timeline for the phases of film : Pre-Production, Production, Post-Production and Press Release.
- Draft a script breakdown, preliminary schedule, and a Budget that aids as a referral point for the production team.
- Pitch the film, develop a business plan as well as a finance plan and work closely with entertainment lawyers, film commissions, fiscal sponsors and private equity investors.
- Procure the right crew for the production and draft the hiring paperwork.
- Secure an Insurance vendor, negotiate bids, lead the decision making on what is right for the production/film's needs.
- Create daily/weekly task lists for the production team to ensure budget expectations are met, staffing needs are communicated and paperwork is accurately delivered on time.
- Spearhead the collaboration process between the department heads : Director of Photography, Production Designer, Director, Makeup, Locations, Stunts, etc.
- Secure locations, filming permits, conducted location scouts, negotiated fees, manage clearances and placements.
- Critical planning for the logistics of filming days : trailers, restrooms, basecamp needs, catering, staging setups, filming equipment, travel, accommodations, parking, security.
- Strategize film festival circuits and work closely with the marketing team to attain and create the needful assets. Provide notes on the edits and work with the music supervisors on getting releases. Manage exports and help draft DCPs, and copies of the deliverables.

Produced over seventeen(17) short films and three(3) independent features.

Awards and Recognitions : Award of Excellence[Dada Saheb Phalke], NewFilmmakersLA in association with Academy of Motion Pictures and Sciences at the LatinX stories and excellence. Best Film[Women In Film Dallas], Best Film[Catalina Film Festival], Best Emerging Filmmaker [Through women's eyes, UN], Best Women Short, Best Short, Best Producer [Indie Short], Best Film [LACA] and more.

Line Producer

Los Angeles, CA | 2021 - Present

- Develop and manage production budgets, lined breakdowns and bids for the production company and agencies.
- Oversee creative segments under the direction of the EP, Co-EP, Show-runners, supervising producers, and studio team to ensure all projects are on track and delivered on a timely basis.
- Organize and track workflows of the production. Draft and maintain operations, production calendars, production schedule, and timelines.
- Responsible for budgets ranging from \$50,000 to \$2 million. Managing cash allocation, closely working with accounting for resources, crew and vendor invoices and payroll.
- Handle both logistical and creative production requirements : Hiring crew, Booking and managing vendors, Equipment rentals, pre-production meetings, production reports, set safety, high level hospitality, permitting offices and insurance.
- Work closely with the production team and post production team to ensure the pace of the schedule is on track. Point of contact for Talent, agency, producers, crew and post team.

- Lead and manage purchase orders, invoices, W9s, W4s and W2s. Help coordinator maintain the production contracts and agreements and creative progress and expense sheets.
- Manage the wrap binders with daily expenditures, petty cash, time cards, union paperwork and deliverables. Efficient pre-planning and logging in real time.
- Draft thorough safety protocols with contingencies for shoot days and maintain them by assigning duties to the production team to ensure the production standards are met and the day runs smoothly. Work closely with the locations team and the county officials

VISUAL ARTIST EXPERIENCE

Film Art Department

Los Angeles, CA | 2020-2023

- Collaborate with the director and producer to create a visual look for the film that represents the story to its utmost potential.
- Create a lookbook and a breakdown, discuss with the team and allocate tasks.
- Work with set dressing, props, scenics and the art director to ensure the creative needs are met.
- Find locations and coordinate with the the production team. Work with the director of photography and the other department heads to coordinate the visual elements that will elevate the look of the project.

Worked for : Jamie Foxx (Set Dresser), Level Ground and Co(Production Designer), Saadhvish Films (Set Dresser)

Photographer

Mumbai, IND | 2013-2016

- Strong knowledge of art, design, lifestyle and luxury fashion.
- Implement and execute editorial briefs, mood boards and shot lists.
- Proficient in editing softwares. Retouching and conforming to the brand identity of the client.
- Studio and street equipment savvy.
- Work closely with clients and artists to produce high quality content.

Worked with : Rolling Stone Magazine, Man's World Magazine, ReDesyn, Homegrown by Alterego, Yash Pathak, Ehsaan, Toshin, Gustoso, Tailored Haven, French Kiwi Juice and more.

Art Curator

Mumbai, IND | 2014-2015

- Work closely with independent artists on ideas for theme and stories for exhibitions and how they will be experienced by the audience.
- Make key decisions on which artworks should be displayed and how they should be seen.
- Coordinate the logistics with various galleries based on the demographic of the artist's work. Draft artist and object records and maintain database of checklists for exhibitions.
- Organize press visits and interview panels for closed events at the exhibition.
- Research on the subject matter, sharing insights and adding a voice to the exhibition as a whole.
- Eye for detail, planning the logistics complimentary to the artist statement and making it accessible.

Curated for : Rotaract Clubs photography Exhibitions. Sculpting exhibitions by upcoming fine artists.

MANAGEMENT EXPERIENCE

Event Manager

Ahmedabad, IND | 2016-2017

- Oversee all production and technical aspects required for the event. Collaborate with the client on bids, arrangements and hospitality, travel and accommodations.
- Creative Director/Stage Manager
- Design assets needed for branding and coordinating with printers for banners, standees, and hoardings.
- Source and maintain a crew and vendor log and database for the event company.
- Work with lighting technicians, audio and visual setups, backdrop designs.

Events managed for : Tupperware India, Swaranjali Music Academy, Rotaract Club, Twinkle Party Sales, Bello Connect and more.

Creative Brand Manager

Vadodara, IND | 2017-2019

- Develop and maintain brand identity and guidelines for startups and small businesses.
- Create new campaigns in collaboration with the marketing team to strategise social media assets in accordance with the trends.
- Work with the video and photo team to facilitate paid partnerships, create content, and run diagnostics for demographic reach and responses.
- Design promotions and communications channels for the most output generating platforms. Work on product development with the research team and UI/UX team.

Worked with : Potato Creatives, Health Habitat, Mishka Handcrafted, 99Pancakes, Terapia, Epoch Creatives, Lunavada Palace and more.

VOLUNTEER EXPERIENCE

- **AFI Fest 2023**
- **Hope Foundation** [*Blood donation drive for women in underrepresented backgrounds in India*]
- **Sakhi** [*Awareness for the usage of sanitary pads in Villages*]
- **The Wishing Factory** [*Videographer for Thalassaemia Major patients*]
- **Bal Gokulam** [*NGO that organises activities for kids in juvi, photographer*]

EDUCATION

New York Film Academy

Los Angeles, CA

MFA in Film and Media Production

May 2018 - May 2020

- Modules included Advanced Directing, Advanced Cinematography, Advanced Editing, Location Sound, Post Sound Work, Line Producing II, Assistant Directing II, Script Supervision, Advanced Screenwriting, Advanced Producing.

Maharaja Sayajirao University, Faculty of Fine Arts

Vadodara, IND

BFA in Sculpting, Choice of Medium - Metal

April 2013 - May 2017

- Modules included Theory of Visual Arts, Art History III, Fine Art Photography, Applied Arts, Painting II, Murals II, Wood Carving, Bronze Work, Casting and Moulding, Pottery III, Stone Carving III, Live portraiture IV, Armatures III

CERTIFICATES

Safe Sets Covid certified
 Director of International Services [Rotaract Club of Vadodara Sayajinagri]
 Nikon Advanced Photography
 Hari Menon Travel Photography
 Fashion Photography Diploma [JD Institute of Fashion]
 Adobe Certified
 Google AdWords

EQUIPMENT

Red/Arri/Blackmagic/Sony/Cinema Grade Cameras
 Studio Lighting and Grip
 Set Construction
 Sound Stages
 Zoom H3/Roland R44
 DJI Drones

SKILLS

Movie Magic Scheduling
 Movie Magic Budgeting
 Studio Binder
 DaVinci Resolve
 Adobe Premiere Pro
 Adobe Creative Suite
 Payroll Processing
 Vendor Management
 Time Management
 Team Leadership
 SEO Management
 Social Media Management
 Sketching [Adobe Fresco, Charcoal]
 Microsoft Office
 Google Suite
 Slack
 Airtable

PROJECTS

<u>Night Patrol (2025)</u>	XYZ Films, Phantom Four Films	Dir : Ryan Prows UPM : Michael Kagan Prod Supervisor : Mitali Khare	Status : Post-Production
Don	Artisify Entertainment Diljit Dosanjh	Prod : Mitali Khare Dir : Rahul Dutta	Status : Post-Production
HIM (2024) <i>Thriller</i>	Three Point Nine	Prod : Mitali Khare Dir : Amy Nigro	Status : Post-Production
<u>YoungLA</u>	First Slice Productions	Prod : Mitali Khare, Gursimran Singh Dir : Rahul Dutta	Status : Released on Instagram
<u>The List (2024)</u> <i>Drama</i>	Red Balloon Rising	Prod : Mitali Khare EP : Jenna Macari, Logan Russell Dir : Keri Bruno	Status : Premiered at LA Shorts International Film Festival
<u>I Need You To Stay</u> <i>Psychological Thriller, Social Drama</i>	INYTS, LLC	Prod : Brialynn Massie, Courtney Turk, Ana Bergman Line Producer : Mitali Khare Dir : Brialynn Massie	Status : Financing
<u>Fletcher "Before I Go On"</u>	Amazon Music, Directed by a Girl	Budgeting Producer : Mitali Khare Dir : Jaimie Sanchez	Status : Released on YouTube and Amazon Music
<u>Weekend House</u>	Refinery29 Unbothered, Directed by a Girl, Acura	Prod : Mitali Khare Dir : Jaimie Sanchez	Status : Released on YouTube
<u>Viva La Luxury</u>	Refinery29 Somos, Directed by a Girl, Acura, Viva La Bonita	Prod : Mitali Khare Dir : Jaimie Sanchez	Status : Released on YouTube
<u>Local Legends</u>	Vice, Directed by a Girl, Acura, Equihua	Prod : Mitali Khare Dir : Jaimie Sanchez	Status : Released on YouTube
<u>Happy Sabbath</u> <i>Drama</i>	JusB Films	Prod : Brian Grigsby, Albert Lopez Dir : Steven Bennett Line Producer : Mitali Khare	Status : Development
<u>Lover Music Video</u>	Diljit Dosanjh	Prod : Mitali Khare, Gursimran Singh Dir : Rahul Dutta	Status : Released on YouTube
<u>Black and White Music Video</u>	Diljit Dosanjh	Prod : Mitali Khare, Gursimran Singh Dir : Rahul Dutta	Status : Released on YouTube
Circle Bridge (2023) <i>Fantasy Drama</i>		Dir : Shirley UPM : Mitali Khare	Status : Post-Production
Sacred Bees (2022) <i>Thriller</i>	Dear Ocean, LLC Apoorv Arora Films	Prod : Apoorv Arora, Mitali Khare Dir : Qiao Qiao	Status : Released Via Film Festivals

<u>Passenger (2021)</u> <i>Action, Fantasy Drama</i>		Prod : Michael Kagan, Wyatt Winborne Dir : Sean Baran UPM : Mitali Khare	Status : Released on MUBI
<u>Play Me Like That (2021)</u> <i>Drama</i>	Level Ground & Co.	Prod : Samantha Curley Dir : Julianna Robinson Production Designer : Mitaii Khare	Status : Premiered at Film Festivals
<u>Ocean</u>	Solomun ft. Jamie Foxx, Sumatra Films	Production Designer : Alyssa Angeles Set Dresser : Mitali Khare	Status : Released on YouTube
<u>Cytogreens In Depth Profile</u>	Allmax Nutrition	Prod/Shoot/Edit : Mitali Khare, Amy Nigro	Status : Released on YouTube
<u>What Is Creatine</u>	Allmax Nutrition	Prod/Shoot/Edit : Mitali Khare, Amy Nigro	Status : Released on YouTube
<u>Debunking Creatine Myths</u>	Allmax Nutrition	Prod/Shoot/Edit : Mitali Khare, Amy Nigro	Status : Released on YouTube
<u>Allmax Creatine Monohydrate</u>	Allmax Nutrition	Prod/Shoot/Edit : Mitali Khare, Amy Nigro	Status : Released on YouTube
<u>How to take Creatine</u>	Allmax Nutrition	Prod/Shoot/Edit : Mitali Khare, Amy Nigro	Status : Released on YouTube
<u>KSM-66 Ashwagandha</u>	Allmax Nutrition	Prod/Shoot/Edit : Mitali Khare, Amy Nigro	Status : Released on YouTube
<u>TUDCA+</u>	Allmax Nutrition	Prod/Shoot/Edit : Mitali Khare, Amy Nigro	Status : Released on YouTube
<u>Lion's Mane</u>	Allmax Nutrition	Prod/Shoot/Edit : Mitali Khare, Amy Nigro	Status : Released on YouTube
The Redlands (2020) <i>Sci-Fi Western</i>	Untamed Entertainment	Prod : Mitali Khare, Darryl Henry Dir : Darryl Henry	Status : Financing
Crum (2025) <i>Coming of age Drama</i>	Three Point Nine	Prod : Mitali Khare Dir : Amy Nigro	Status : Script
<u>Till the Petals Fall (2021)</u> <i>Drama</i>	AdRem Productions, Potayto Potahto	Prod : Mitali Khare Dir : Alyssa Angeles	Status : Premiered at Film Festivals
<u>Loving Autumn (2022)</u> <i>LGBTQIA+ Drama</i>	Potayto Potahto	Prod : Mitali Khare Dir : Fernanda Belmar	Status : Premiered at Film Festivals
<u>Cain Rose Up (2021)</u> <i>Psychological Thriller, Stephen King Dollar Baby</i>	Potayto Potahto	Prod : Mitali Khare Dir : Amy Nigro	Status : Premiered at Film Festivals
<u>Beyond Seven Heavens (2021)</u> <i>Fantasy Drama</i>	Saadhvish Films	Prod : Aastha Verma Dir : Jeet Desai Set Dresser : Mitali Khare	Status : Premiered at Film Festivals
<u>Undocumented (2019)</u> <i>Social Drama</i>	Potayto Potahto	Prod : Mitali Khare Dir : Fernanda Belmar	Status : Premiered at Film Festivals
<u>No Regreso Music Video</u>	Dary Ramirez	Prod : Mitali Khare Dir : Francisco Restrepo	Status : Released on YouTube, Spotify, Amazon
<u>Verdugo Music Video</u>	Fields (Marshall Taylor)	Prod : Mitali Khare Dir : Alyssa Angeles	Status : Released on YouTube, Paper Magazine
<u>Safe Travels Music Video</u>	Weathered	Dir : Alyssa Angeles Cinematographer : Mitali Khare	Status : Released on YouTube
The Wings (2019) <i>Experimental</i>	Potayto Potahto	Prod : Mitali Khare Dir : Hyejin Sunwoo	Status : Private release
Falling (2020) <i>Drama</i>		Production Designer : Alyssa Angeles Art Director : Mitali Khare	Status : Premiered at Film Festivals
Living on the Edge (2019) <i>Drama</i>	Potayto Potahto, Bhushan Films	Prod : Mitali Khare Dir : Anukriti Singh	Status : Premiered at Film Festivals
<u>Sam (2019)</u> <i>Drama</i>	Potayto Potahto	Prod : Mitali Khare Dir : Alyssa Angeles	Status : Premiered at Film Festivals
Swordsman (2019) <i>Period Drama</i>		Dir : Huijie UPM : Mitali Khare	Status : Premiered at Film Festivals

Rigsby (2018)		Dir : Kurt Devonshire First AD : Mitali Khare	Status : Premiered at Film Festivals
Black & White (2019)		Dir : Luyin Zhao First AD : Mitali Khare	Status : Premiered at Film Festivals
Followers (2020)		Dir : Luyin Zhao First AD : Mitali Khare	Status : Premiered at Film Festivals
Work From Home Pvt. Ltd.		Dir : Jeet Desai First AD : Mitali Khare	Status : Premiered at Film Festivals
Goodman (2019)		Dir : Kuanysh Stakhanov First AD : Mitali Khare	Status : Premiered at Film Festivals
River (2018)	Potayto Potahto	Prod : Mitali Khare Dir : Nida Arif	Status : Premiered at Film Festivals