

SETAREH SALEH

Toronto, Ontario | Phone: (647) 986-9617 | Email: Setareh.films@gmail.com | Portfolio: www.setarehfilms.com

ASSISTANT DIRECTOR

Dynamic and detail-oriented Assistant Director with diverse experience in film, music videos, and advertisements. Expert in coordinating production logistics, managing schedules, and working with diverse teams to deliver high-quality results. Skilled in overseeing design-heavy projects, sourcing and managing props, and ensuring efficient pre-production and on-set workflows. Passionate about creating visually captivating and culturally authentic content.

KEY ACCOMPLISHMENT

- Successfully undertook diverse roles, including Assistant Director, Production Manager and Script Supervisor.
- Designed and executed detailed shooting schedules, optimizing workflows and minimizing downtime.
- Streamlined communication across departments, ensuring efficient logistics and alignment with creative goals.
- Collaborated with production designers to coordinate visually cohesive sets, handling props and aesthetic elements.
- Managed and coordinated films, Music videos and advertisement projects during the pre-production and production stages, ensuring on-time delivery and exceeding creative expectations.
- Managed teams of up to 50 cast and crew members, optimizing workflows, resolving conflicts, and maintaining high productivity.
- Oversaw on-set logistics, fostering seamless operations and supporting creative goals throughout the production lifecycle.

SKILL HIGHLIGHTS

- Cross-Department Collaboration, Scheduling, Time Management, Team Management, Communication, Conflict Resolution, Crisis Management, Multitasking, Adaptable, Cultural Awareness, Set Design & Prop Management.
- Understanding of filming and advertisement production processes, including pre-production planning, on-set coordination, and post-production workflow

TECHNICAL SKILLS

Project Management Software: Movie Magic, Monday.com, Gantt Chart, Asana | **Productivity Tools:** Microsoft Office, Google Suite

Video Editing: Adobe Premiere Pro, After Effects | **Audio Editing:** Avid Pro Tools | **Graphic Design:** Canva, Adobe

EDUCATION

Diploma in Film Production | Toronto Film School, Toronto, ON 2020 – 2022

PROFESSIONAL EXPERIENCE

Assistant Director | Multiple Projects, Toronto, ON 2021 – 2025

- Coordinated shots, created shooting schedules & call sheets, managed on-set logistics & timelines, and ensured the timely completion of all scenes.

Advertisements:

Hunger Games (Mindshape | Viva Media | Director: Matthew Watts | Client: Scotts Miracle-Gro)

Lawn (Mindshape | Viva Media | Director: Matthew Watts | Client: Scotts Turf Builder)

Smart Serve Campaign (Viva Media | Director: Matthew Watts | Client: Smart Serve Ontario)

Sound Asleep (NSHAPS Productions | Director: Brittany Delgaty)

Spec Ad: 'Galentine' for Bumble (NSHAPS Productions | Director: Sydney Facey)

Music Videos:

Asked For It (NSHAPS Productions | Director: Sydney Facey | Artist: Julia)

It Matters Until It Doesn't (Theta Films | Director: Ralph Pineda | Artist: Ruru)

Short Films:

Breathe: The Body Remembers (Theta Films | KMP Production | Director: Kimberly Miller-Pryce)

The Poem (APD Films | Director: Andrea D'Amario)

Amphibious (Director: Ghazal Partou)

Runners (Director: Jen Bendle)

Rooted (Director: Anne Vo)

Production Manager | Toronto, ON 2022 – 2024

- Led production logistics and communication, delivering projects within budget and timeline.

Short Films:

Bum Peeper (Bay Productions | Director: Charlie Osler)

What The F*ck Chuck (2x2 Production | Director: Max Thompson)

Script Supervisor | Toronto, ON 2021 – 2022

- Maintained script accuracy and continuity, ensuring narrative integrity across all scenes.

Short Films:

Candy (Theta Films | Director: Paige Ryan)

Blood Money (2x2 Production | Director: Maryan P'yatnochka)

References Available Upon Request