

FRANCESCA HILL

(773) 397-0022 | franhill09@gmail.com | francescahill.com | [LinkedIn](#) | Based in Los Angeles

EXPERIENCE

Creative Artists Agency

Century City, CA

TV Alternative Agent Assistant

August 2024 - Present

- Manage administrative duties on a high-volume talent desk including heavy phones, booking reports, calendar maintenance, preparing monthly expense reports, and upholding confidential correspondence
- Coordinate client meetings, pitches, and calls between talent, production companies, and external studio executives, as well as assisting with communication of releases, contracts, deal memos, and payment paperwork
- Updating accounting grid by tracking payment lines, cash-flow, and ensuring invoices are sent out on time
- Resolve timely requests from clients including reservations, ticket requests, and travel bookings

NBCUniversal – Unscripted TV & Streaming

Universal City, CA

Unscripted Alternative Content Intern

January 2024 - May 2024

- Assisted with scheduling for various execs, expenses, studio lot guest access, and other administrative duties as requested
- Tracked, managed, and organized all incoming pitches and creative materials in development and current series grids
- Conducted research, created documents/decks tracking talent, competition, industry trends, and edited casting stringouts
- Prepped for and took notes in production and development meetings, helped prep new development for presentation
- Handled any office orders, mail, meals, and deliveries, as well as restocking of drinks, snacks, and office supplies

Paramount Global – Nickelodeon

Hollywood, CA

Current Series Unscripted Intern

June 2023 – November 2023

- Compiled pitch decks and reels, organized show assets, tracked current trends, aided in the awards submissions process
- Researched, developed, and pitched an original one hour Nickelodeon special concept to department Executive VP
- Maintained production and post production calendars for 2023-2024 programming, note-taking in production meetings
- Production Assistant at the Kids Choice Awards, Nickelodeon NFL Christmas Day Game shoot

Propagate Content

Los Angeles, CA

Unscripted Development Intern

January 2023 – May 2023

- Conducted research on prospective projects and compiled pitch deck materials for upcoming slate of content
- Provided coverage and feedback on scripts, novels, biographies, and graphic novels
- Logged archival footage, pulled clips and edited sizzle reels, edited casting calls, updated databases

Cartel Entertainment

Los Angeles, CA

Development Intern

September 2022 – December 2022

- Provided coverage and feedback on scripts, novels, biographies, and graphic novels
- Conducted industry and market research, updated development mandates, grids, and calendars

Indigenous Media – 60 Second Docs

Los Angeles, CA

Documentary Research Intern

June 2022 – August 2022

- Researched and developed ten weekly pitches for *60 Second Docs* webseries, aided with digital strategy and social media
- Wrote interview questions for documentary subjects and facilitated subject outreach, scheduled interviews and shoots

EDUCATION

Chapman University, Dodge College of Film & Media Arts

Orange, CA

Bachelor of Fine Arts in Broadcast Journalism & Documentary Film, Bachelor of Arts in French

August 2020 – May 2024

- Graduated Summa Cum Laude | University Honors Program | Interdisciplinary Studies Minor

SKILLS

Microsoft Office Suite • Adobe Premiere Pro • Avid Media Composer • Pro Tools • Script Coverage • Movie Magic Budgeting • Videography (Canon EOS C300, C200, R5 / Sony AX53, HXT-NX80 / Zoom H6 Recorder) • French Language • Writing • Research • Production Assistant • Multicam Live Production