

FRANCESCA HILL

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EDUCATION

Chapman University, Dodge College of Film & Media Arts, Orange, CA

August 2020 – May 2024

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

- Cumulative GPA 3.97 / 4.00 – Provost's List 2021-2024, Summa Cum Laude
- University Honors Program, Interdisciplinary Studies Minor
- Writer and Producer on three funded Undergraduate Documentary Thesis Films

EXPERIENCE

NBCUniversal – Unscripted TV & Streaming

January 2023 - May 2024

Unscripted Alternative Content Intern

- Assist with scheduling for various execs, expenses, studio lot guest access, and other administrative duties as requested
- Track, manage, and organize all incoming pitches and creative materials in development and current series grids
- Conduct research and create documents and decks tracking talent, competition, industry trends, and edit casting stringouts
- Prep for, attend, and take notes in production and development meetings, help prep new development for presentation
- Handle any office orders, mail, meals, and deliveries, as well as restocking of drinks, snacks, and office supplies

Paramount Global – Nickelodeon

June 2023 – November 2023

Current Series Unscripted Intern

- 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

January 2023 – May 2023

Unscripted Development Intern

- 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

September 2022 – December 2022

Development Intern

- 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

June 2022 – August 2022

Documentary Research Intern

- 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

French Consulate in Los Angeles – French Film & TV Office

August 2021 – May 2022

Cultural Services & Film Intern

- Assisted with promotion and communication of French Film and TV releases through in-person and virtual screenings and festivals globally
- Conducted entertainment industry research and wrote articles in both French and English published on villa-albertine.org and compiled monthly newsletters, e-blasts, website, social media, and press junkets

SKILLS

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