

KATIE HILDRETH

PERSONAL PROFILE

Producer's assistant, interested in growing a career in television and film. Have great experience working with creative individuals on the production and administrative side.

EDUCATIONAL HISTORY

GOLDSMITHS UNIVERSITY, London, UK
Graduation: September 2018
M.A. with Distinction: Filmmaking (Producing)

SUFFOLK UNIVERSITY, Boston, Massachusetts
Graduation: May 2012
B.A. Theatre with an Arts Management Concentration

SKILLS AND ABILITIES

Production Center / Prodicle
Scenichronize
Doczilla
Google and Microsoft Suite
Zoom Conference Calls
Mac OSX

HOW TO CONTACT

Cell: 630-862-4715
Email: katharine.hild@gmail.com

TELEVISION / FILM EXPERIENCE

- Travel Coordinator** 2023
The Righteous Gemstones Season 3 - HBO
- Production Secretary / Travel Coordinator** 2022
Insight Pilot - ABC
- Office Production Assistant** 2022
The Killer - Netflix
- Producer & Showrunner's Assistant** 2021
Night Sky Season 1 - Legendary Entertainment / Amazon Studios
Tom Whelan, Line Producer
Dan Connolly & Holden Miller, Executive Producers/Showrunners
Philip Martin, Series Producer/Director
- Line Producer's Assistant** 2020
Ordinary Joe Pilot - 20th Century Television / NBC
Jason Roberts, Line Producer

OTHER PRODUCTION EXPERIENCE

- Mode Project** 2018-2020
Associate Producer
- Assisted Executive Producer on all matters relating to production from client pitch through post-production.
 - Provided Administrative support to Executive Producer, Business Manager, and Creative Directors.
 - Managed and maintained studio calendars for executives, designers, editors, and freelance staff.
 - Coordinated travel and accommodations for executives, designers, and crew.
 - Handled Client Services for pitches, edit sessions, and corporate events.
- O'Connor Casting** 2018
Casting Assistant
- Coordinated pre and post production casting process with Directors, Clients, and Agencies.
 - Screened and answered high volumes of calls and emails.
 - Maintained and organized multiple schedules and calendars.
 - Prepared all paperwork needed for casting including; Exhibit Es, Deal Memos, and Questionnaires.

THEATRE EXPERIENCE

- The Second City** 2013-2022
Stage Manager - Training Center, Touring Company, and Resident Stages
- Supervised and coordinated the work of actors, musical directors, and other stage crew.
 - Conferred with on-site technical directors, managers, and crew members on tour.
 - Broke down scripts to determine technical, set, and prop needs.
 - Scheduled rehearsals, meetings, and events in accordance with director and cast availability.
- The Second City** 2015-2017
Production Coordinator - Training Center
- Coordinated shows, events, and festivals for the Second City Training Center Theatres.
 - Performed production management activities such as scheduling, planning, accounting, and marketing for studio theatres.
 - Created and negotiated outside rental contracts with vendors and rental shows.
 - Managed day-to-day tracking of up to 45 rental productions a week.
 - In accordance with accounting, handled all payments and invoicing regarding theatre expenses.