

Lily R. Hodges

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Education

Chapman University – BFA Creative Producing, *Minor in Leadership Studies*

Aug 2022 - May 2026

Relevant Courses: *Entertainment Law, The Art of Casting, Agents and Managers, Managing Effective Teams*

Internship Experience

ASSISTANT, STEINBERG TALENT MANAGEMENT

Feb 2026-May 2026

- Submitted clients to breakdowns and managed materials remotely for a boutique talent management firm
- Reviewed and refined client demo reels and headshots to ensure professional, submission-ready presentation
- Maintained organized, self-directed workflow across client rosters

PRODUCER'S ASSISTANT, THE RED DOOR FILMS

Jan 2025-May 2025

- Managed calendars, scheduled meetings, and recorded detailed notes for producers
- Tracked project documents, deadlines, and communications across departments using AirTable
- Conducted research for potential grants, partnerships, and festival strategies
- Monitored social media and tracking documents for active productions

Film Experience

Associate Producer – *The Woodster* (Feature, Anticipated 2026)

- Coordinated all travel and accommodation logistics for cast and crew across multiple states
- Assisted in securing filming permits in California and Arizona, ensuring compliance with local regulations

Producer – Film: *This Could Be Us* (Short, 2026) & *Go Forward* (Short, 2024), Theater: *Into the Woods* (2026), *Natasha, Pierre & The Great Comet of 1812* (2025), *Spring Awakening* (2024)

- Created and managed production budgets, cash flow, and financial reporting
- Hired key crew and coordinated onboarding, contracts, and scheduling
- Facilitated ongoing communication between departments and talent throughout the production lifecycle

Unit Production Manager – *The Condition of Elliot Crooks* (Short, 2026), *Where the Heart Lies* (Short, 2024)

- Acted as primary liaison between local and out-of-town crew, streamlining communications and coordination
- Managed on-set logistics, ensuring efficient execution and troubleshooting under pressure

Casting Director – Various Shorts and Stage Musicals (2023–2026)

*Titles: *Go Forward, Army Brat, This Could Be Us, Into The Woods, Natasha, Pierre & The Great Comet of 1812, Spring Awakening*

- Oversaw casting process from end-end through Breakdown Express
- Ran in-person audition and callback processes collaborating with directorial, music, and choreography teams

Skills

Project Management & Soft Skills:

Leadership • Clear Written & Verbal Communication • Cross-Functional Team Coordination • Problem Solving • Creative Thinking • Deadline Management

Technical Skills:

Google Workspace • Microsoft Office • Adobe Suite (including Photoshop) • Excel • AirTable • Movie Magic Scheduling and Budgeting • BackStage • Breakdown Express • Casting Networks