

Rachel L. Leigh

Los Angeles, CA

www.rachelleigh.film | www.imdb.me/Rachel-leigh

WORK EXPERIENCE

Creative Development Intern, TV & Film

CALICO, (unscripted) Los Angeles, CA, Feb. 2023-May 2023

Silk Mass, Inc., (scripted) Los Angeles, CA, Aug. 2022-Jan. 2023

- Managed incoming calls; scheduled meetings; reviewed and evaluated submitted materials from a creative and strategic perspective. Prepared script coverage, logged in database.
- Evaluated and pitched client/agent-submitted and self-sourced material weekly to department group and executives for possible development.
- Location scouting for filming locations as well as cast/crew holding
- Pull and timecode video clips, create graphic design materials and videos for pitch decks and sizzle reels.
- Update and create grids for talent, crew, locations, series, and content tracking.

Film Production (Freelance)

Miles to Go Productions, Los Angeles, CA, Sept. 2010-Present

- Write, direct, produce, and edit visually compelling and emotionally engaging content.
- Create effective Pitch Decks/Sizzle Reels and pitch projects to prospective producers and collaborators.
- Film Budgeting, Scheduling, Call Sheets, Daily Production Reports, Location Management, Contracts
- Casting (Breakdown Express, IMDb Pro, Grids), Location Scouting/Management, Line Producing
- Directing, Assistant Directing, Production Coordination & Management, Script Supervising, Set Operations, and Art Department.

Sound Stage Assistant

Chapman University, Orange, CA, Sept. 2021-May 2023

- Organize, check-in/out, and inventory all sound stages on a regular basis. Assist classes that take place in stages with setup, props, lighting, and grip equipment. Setup and tear down sets as needed.

EDUCATION

MFA - Film Production/Directing, 2024

Chapman University, Orange, CA

Magna Cum Laude, 3.8 GPA

BA - Creative Writing/Film Studies, 2021

University of Houston, Houston, TX

Summa Cum Laude, 3.9 GPA

KEY SKILLS & SOFTWARE

OFFICE: MS Office, MAC Suite, G-Suite

GRAPHIC DESIGN: PhotoShop, InDesign, Illustrator, Canva

VIDEO EDITING: Davinci Resolve, Premiere Pro

PRODUCTION: Movie Magic, StudioBinder

SCREENWRITING: Final Draft, Celtx

OTHER: Slack, Teams, AirTable

REFERENCES AVAILABLE UPON REQUEST

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FILM PRODUCTION

PRODUCING

<i>Plight</i> (Dir. MJ Alhabeeb Jr)	Feature Film	2024
<i>Mr. Grumpy</i> (Dir. Jeremy Sumrall)	Feature Film	Pre-Production

UNIT PRODUCTION MANAGER

"A Song of the Land" (Dir. Cesar Velasco Avila)	Short Film	2023
<i>Pickaxe</i> (Dir. Jeremy Sumrall)	Feature Film	2019

PRODUCTION ASSISTANT

<i>Getting Schooled</i> (Dir. Chuck Norfolk)	Craft Services	2014
<i>Haunted Trailer</i> (Dir. Chuck Norfolk)	Art Department	2012
"Bar Room Blitz" (Dir. Chuck Norfolk)	Makeup/SFX	2010

ASSISTANT DIRECTING

"Judah" (Dir. Loren Campbell)	1 st AD	2024
"Everything I Wanted" (Dir. Kanishka Aggarwal)	1 st AD	2024
<i>Mr. Grumpy</i> (Dir. Jeremy Sumrall)	1 st AD	2024
"Bad Match" (Dir. Naomi Iwamoto)	2 nd AD	2024
"Take Out" (Dir. Moriah Doepken)	1 st AD	2023
"Spoonful of Sugar" (Dir. Tivoli Silas)	1 st AD	2023
"Food for Thought" (Dir. Kanishka Aggarwal)	1 st AD	2023
"True West" (Dir. Moriah Doepken)	1 st AD	2022
"Houston Actors" Webseries (Dir. Rakesh Jacob)	2 nd AD	2010
"Devour" (Dir. Rakesh Jacob)	2 nd AD	2010
"The Thing Is" (Dir. Ziporah Paskman)	2 nd AD	2010

DIRECTING

"The Bonsai" (Writer Rachel Leigh)	Short Film	2024
"Couples Therapy" (Writer Connor McCahan)	Short Film	2024
<i>The Crane Maiden</i> (Writer Jordyn Katz)	Short Film / Pilot	2024
"Back to Me" (Writer Rachel Leigh)	Short Film	2024
"Sympathy for Devin" (Writer Christian Ruhen)	Short Film	2023
"Gen X-Odus" (Writer Alexandra Nakelski)	Podcast	2023
"French Me" (Writer Harriet Bramwell)	Short Film	2023
"HIC!" (Writer Rachel Leigh)	Short Film	2022
"Love Games" (Writer Rachel Leigh)	Short Film	2022
"3:14" (Writer Rachel Leigh)	Short Film	2022
"Imperceptible" (Writers Rachel Leigh, Judy Wolf)	Short Film	2019

SCRIPT SUPERVISOR

<i>Dinner with the Devil</i> (Dir. Brian Barsuglia)	Feature Film	Production
<i>Herbert West: Reanimator</i> (Dir. Brian Barsuglia)	Webseries	Post-Production
"Bottle Service" (Dir. James Heim)	Short Film	2024
<i>Amber Road</i> (Dir. Brian Barsuglia)	Feature Film	2023

ART DEPARTMENT

PRODUCTION DESIGNER

"Marriage Isn't a Word..." (Dir. Felicity Childs-Smith)	Short Film	2024
"Corners of Her Mind" (Dir. James Williams)	Short Film	2024

SET DRESSER

"The Last Night" (Dir. Tivoli Silas)	Short Film	2023
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