

# Rachel Westra

## Experience

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### **Rhode Island Ave. Productions (Dan Fogelman's Company)**

Los Angeles, CA  
August 2022 - Present

Development/EP Assistant to Jess Rosenthal

- Maintains calendar, phone sheet, and expenses
- Compiles grids and reviews materials for hiring of writers, directors, and support staff
- Researches subject matter for new development and assists with award submissions

### **Austin Film Festival**

Austin, TX (Remote)  
August 2020 - Present

Script Reader and Story Analyst

- Writes coverage for screenplays, original teleplays, spec scripts, and stage plays
- Judges each piece's story structure, concept strength, character development, and dialogue
- Provides writers with constructive feedback and moves qualifying scripts on for further consideration

### **Entertainment 360**

Los Angeles, CA  
August 2021 - August 2022

Assistant to Darin Friedman, Managing Partner

- Coordinated scheduling for both the manager and client calendars
- Assisted with administrative tasks such as rolling calls, expenses, sending and reading submissions
- Organized manager's travel for special events, film festivals, and set visits

### **Gunpowder & Sky**

New York, NY (Remote)  
January 2021 - May 2021

Acquisitions and Marketing Intern

- Researched film festival releases and gathered metadata for film acquisitions
- Wrote coverage and reviewed pitch decks, scripts, and screeners for the content curation team
- Compiled film titles for monthly promotions and general streaming platform merchandising

### **NBCUniversal - New York Live!**

New York, NY (Remote)  
May 2020 - August 2020

Broadcast Operations Intern

- Researched celebrity guests and wrote interview segments
- Pitched field segments for the daily entertainment and lifestyle show
- Edited show packages to one-minute teasers for social media

### **WGBH - Studio Six**

Boston, MA  
May 2019 - August 2019

National Content Development Intern

- Researched, developed, and pitched potential stories for nationally syndicated shows
- Performed day-to-day office tasks, went on supply runs, and helped organize the department
- Transcribed footage and assisted on field shoots

### **Flightless Bird Creative**

Chicago, IL  
June 2018 - August 2018

Production Intern

- Assembled a production bible for Chicago including vendors, studios rentals, and tax incentives
- Managed social media accounts for the launching of new in-house services
- Scheduled talent for casting calls and shoots and narrowed down audition tapes for final casting

### **Freelance Production**

Los Angeles, CA  
June 2021 - August 2021

Production Assistant

- FOX, "Alter Ego," July-August 2021
- PBS, "A Capitol Fourth," June 2021

## Education

## Skills

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### **Emerson College**

B.A. Media Arts Production

Minor: Multicultural Literature  
Class 2021

**Skills:** Microsoft Office 360 Suite | Google Suite | iCalendar | Zoom |

Adobe Creative Suite | Social Media | Final Draft

**Awards:** 2021 Telly Silver Award Winner for Craft - Online | Purple Key  
Leadership Society Member | National Broadcasting Society Member