

Paige Dillon

Phone: 845-248-8084 | Email: paige.dillon35@gmail.com

Education

NEW YORK UNIVERSITY

CLASS OF 2020

Tisch School of the Arts

- BFA Film & Television Production
- Minor in Anthropology

NATIONAL FILM AND TELEVISION SCHOOL

TISCH SPECIAL PROGRAMS

- Directing the Actor: Short Courses
- Directed final showcase scene with a professional crew

Awards

RISING STUDENT AWARD

AUGUST 2022

- Awarded for my short film *Nasty* at the Orange County Film Festival.

WASSERMAN GRANT

FEBRUARY 2020

- Received through the pitch for my Thesis Film
- Two per class are awarded

Skills

- Adobe Photoshop
- Adobe Premiere Pro
- Avid Media Composer
- Avid ProTools
- Panasonic PX-270 Camera
- Microsoft Office and Google equivalents including Keynote

Experience

ORANGE COUNTY PLAY FESTIVAL

PRODUCER/DIRECTOR/ACTOR

APRIL 2020- PRESENT

- Assisted in producing the annual festival 3 years in a row which entailed pre and post production administrative work in addition to stage managing during performances.
- Grew the festival from staged readings to fully-mounted plays.
- Directed 2-3 plays each year with professional and non-professional actors
- Acted in 1-2 plays each year, directed by professional directors
- Designed and distributed informational and marketing materials
- Communicated with all the playwrights, readers, actors, directors, and customers regarding promotional materials, customer service, questions, concerns, etc.
- Selected a final 6-16 plays out of 100s of submissions with feedback from a hired panel of theater professionals that read and rated each submission
- Applied and won grants to pay our playwrights, actors, directors, designers, and technicians such as the Arts Mid Hudson Arts' Community Arts Grant.
- Budgeted for all artists involved to be paid each year.

NATIONAL STUDENT LEADERSHIP CONFERENCE at COLUMBIA UNIVERSITY

OFFICE MANAGER

JAN 2023-AUG 2023

- Attended the 3-day National Admin Training Conference in Chicago, IL where I participated in lectures regarding leadership tools, teaching techniques, and DEIA training.
- Hired 5 direct reports to work as Office Assistants and managed them on site by training them for 9 days, coordinating their schedule, and delegating tasks.
- Organized the office for a new campus site which entailed building an office from the ground up suitable to serve 300 students in 6 various programs for two 9-day sessions, establishing relationships with the campus staff, and staying adaptable when faced with unprecedented challenges.
- Prepared all the necessary paperwork, coordinated housing and stocked the appropriate supplies to ensure the success of each program and the well-being of its students from student arrival, to hospital visits, to graduation.
- Made the appropriate information available and got mail and messages to the students/staff.
- Acted as the first point of contact for parents and staff.

SCRIPTED: A TEEN WRITING PROGRAM - Albert Wisner Library

INSTRUCTOR

FREELANCE 2021-PRESENT

- Developed a lesson plan to teach Screenwriting to Middle and High Schoolers
- Facilitated a writer's room where students collaborated on story ideas, plotted out their whole script, and started writing it together. Students continue to work on the script since the class's conclusion.

THREE WOMEN - SHOWTIME

ART DEPARTMENT PRODUCTION ASSISTANT

OCTOBER 2021- JANUARY 2022

- Broke down each revised script by sets, AMORT/swing sets, and character beats.
- Translated new one liners into calendars.
- Worked directly with the Production Designers and Art Director to build presentations.