

Ilya Hora

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ANOSMIA Film - Production Assistant

January 2022-Present

- Researched shoot locations and obtained permission for use.
- Performed the job of a runner for the film crew and cast.
- Researched film festivals for submission, maintained the master spreadsheet.
- Provided creative input to writer/director/producer.

Main Stage Public Relations - Publicity Assistant

March 2023-April 2023

- Administrative duties included scheduling, organizing calls/meetings, client calendars, etc.
- Tracked media coverage for several clients and serviced digital breaks daily.
- Updated and maintained media lists on an ongoing basis.
- Coordinated details for client photo shoots, press junkets and premieres, including travel and styling.

American Film Institute FEST - Publicity Assistant

November 2022-December 2022

- Organized department charts: publicity chart, booking report, screening report, press reactions, etc.
- Created talent schedules with extreme attention to detail, formatting, and location specifics.
- Managed and updated red carpet requests.

William Morris Endeavor - Scripted TV Staffing Assistant

May 2022-September 2022

- Coordinated communications between producers, agents and distributors (such as *Disney*, *HBO*, *Apple TV* etc.) for TV writers' room staffing.
- Created and circulated meeting agendas to all participants.
- Scheduled meetings and conference calls (both internally and externally with vendors and partners) while maintaining an electronic filing system.
- Tracked contracts & payments and updated client calendars & payment histories through a series of detailed grids.

Matter Entertainment - Content Intern

June 2019-July 2019

- Coverage for screenplays and books to be adapted and sold to distributors (such as Netflix and Amazon).
- Strategized and created pitches for potential new clients

The Actors' Centre - Marketing Intern

June 2018-August 2018

- Planned the logistics of a networking event for casting directors and actors (answered emails, phone calls, scheduled meetings).
- Created social media content for Instagram, Facebook and Twitter and scheduled postings in a calendar.
- Edited headshots and created talent bios.

Occidental College - Bachelor's of Arts in Media Arts and Culture: Film Production

2021

Parsons Paris | The New School - Photography

2021

School of Creative & Performing Arts - Film

2015

Skills: Scheduling, Location Scouting, Casting, iMovie, Final Cut Pro, Microsoft Office, Adobe Creative Suite, IMBb, Canva, Camera Operating (Sony A7iii), Set Design, Script coverage, Communication, Research, Data Analysis

Languages: Conversational French & Hindi