

MOLLY CLARK

CONTACT



610.908.9053

mollyaddisonclark@gmail.com

New York, NY

EDUCATION



B.F.A.

Television and Film

New York University | Tisch

2019

SKILLS



Premier Pro

Avid

After Effects

Final Cut Pro

Photoshop

Illustrator

Pro Tools

Harmony

Final Draft

Celtx

Beatsheet Format

Spec Scripts

1/2Hr Pilot Format

Call Sheets

Receipt Logging

Drivers License



MEDIA EXPERIENCE

Present

Employee of the Month with Catie Lazarus, New York, NY

-Assisting host, Catie Lazarus, in pre-production and production for live talk show

Summer 2018

Upright Citizens Brigade, New York, NY

Present

-Completed level 101 and level 201 improv classes, continuing study in 301

Summer 2018

Girl in the Hot Dog Suit LLC, New York, NY

Present

-Owner/President of comedy production company

-Directed and wrote multiple comedy shorts including Fusion Film Festival - nominated film *The Stand Off*: - <https://vimeo.com/231436208>

-Created five-episode webseries to premiere in 2019

-Worked with SAG and non-union actors

Spring 2018

JAX Media, New York, NY

-Read scripts and wrote coverage for development team, covered reception, and organized office supplies and kitchen

-Assisted on set of TBS's *Younger*

-Responsible for production runs for shows including *Broad City* and *Full Frontal*

Fall 2017

NBC, *The Tonight Show Starring Jimmy Fallon*, New York, NY

-Served as a production intern supporting crew with studio tapings, off-site shoots, prop runs, ticket distribution, audience coordination, and rehearsal blocking

-Recorded backup footage, transcribed acts, timed rundown sheets, and covered reception desk

-Researched human interest stories to be developed into production segments

Summer 2017

Viacom - MTV, *Loveline with Amber Rose*, Los Angeles, CA

-Served as Office PA on MTV test late night talk show

-Collaborated with producers and writers to create show content

-Acted as liaison between audience department and producing teams

-Coordinated supply orders with vendors for both office and production use

-Filed purchase orders, check requests, and receipts

-Assisted in all departments of pre-production

Summer 2016

TLC, *Project Dad*, New York, NY

-Interned at DB Goldline Productions for TLC's un-scripted reality show

-Assisted both on set and in the office

-Transcribed talent interviews, scouted locations, created concise biographies of talent, and established contacts with sponsoring brands

July 2013

Second City, Chicago, IL

-Wrote and performed original stand-up and sketch comedy in HS program

June 2013

Judy Henderson Casting, New York, NY

-Interned with Emmy Award-winning (*Homeland*) casting director

-Called agencies and actors to confirm and book auditions, greeted talent, and worked closely with Henderson

Winter 2018