

# **‘Lily’ Nicole Nichelle**

(910) 617-6721

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**Education:** University of North Carolina at Wilmington  
August 2011- December 2014  
BS Theater/English

## **Job Experience:**

**Directors Assistant:** Screen Gems Wilmington, NC  
*Summer I Turned Pretty*

Responsibilities: Work with EP, Jenny Han, with agreeableness, speed and resourcefulness to anticipate and execute needs on set/location as well as around town. Scheduled in-person and remote meetings, took notes during breakouts, set up and managed calendars and phone calls. Impeccable eye for detail, organization and time management.

**Studio AD:** Lighthouse Films Wilmington, NC  
*September 2021 – November 2021*

Responsibilities: Assist with Getty locations, casting talent, checking and managing logos and brands on set during production. Coordinate schedules and call sheets, SOW's for contractors, menus for crew and talent. Perform COVID testing as well as set up appointments for PCR testing. Drive talent to and from locations.

- Heart of it All - JP Morgan Chase & Kevin Hart financial tour
- GETTY shoots (Axis Gym, Fair, Day in the Life, Common Desk)

**Directors Assistant:** Screen Gems Wilmington, NC  
*Pilot & Episode One of Our Kind of People*

Responsibilities: Work with Director, Tasha Smith, with agreeableness, speed and resourcefulness to anticipate and execute needs on set/location as well as around town. Scheduled in-person and remote meetings, took notes during breakouts, set up and managed calendars and phone calls. Impeccable eye for detail, organization and time management.

**Artist Services Manager:** *Thalian Hall Center for the Performing Arts* Wilmington NC  
*August 2018 - October 2020*

Responsibilities: Advancing transportation, accommodation and hospitality for all incoming artists and rental clients. Connecting artist management with venue support staff. Managing and facilitating the house management and venue hospitality staff. Coordinate runners and day of show needs for Artists and artist management.

**Assistant Technical Director:** *Thalian Hall Center for the Performing Arts* Wilmington NC  
*May 2016 - October 2020*

Responsibilities: Stage Manage Touring shows, work with rental clients during tech week and show runs, upkeep technical components of the building, run projection for weekly movie screenings and festival screenings, stage manage local dance performances, assist in set construction for in house productions. \*have taken and successfully completed a Sapsis Rigging course