

Alexander Richmond

0422122296

alexander.richmond94@gmail.com

alexanderichmond.com.au

Experience in script development, screenwriting, script coverage and note taking and office administration. I am a young writer currently pursuing a career in screenwriting and screen development and a recent graduate of a Masters program in those areas. I also have advanced technical skills in troubleshooting and repairs. I am a diligent worker who is always eager to learn, and quick to pick up new skills. .

Experience

Customer Success Associate - Screenrights

March 2021 - July 2021

- Performed a key role in member communications. My responsibilities involved responding in a timely and professional manner to member queries related to their payments and portfolios. I began work at a time when the company was nearing the end of a financial year which had twice as large a workload as normal due to complications from the pandemic. Due to this, I was expected to learn the processes very quickly, and assist in getting into contact with hundreds of members that needed to complete their registrations before a certain date. By mid June, we had reached our target, and managed to send out over 97% of the payments.
- Assisted in performing research online to find contact details of the rights holders for unpaid titles, and ensure that the database was updated. I also was part of a project to clear out a five year backlog of 'adjustments'. These were situations where a member had been overpaid due either to an internal error, or their own change in registration. In less than two weeks, I had cleared the backlog at the company.

Production Intern - ABC Catalyst

Oct 2020 - Nov 2020

- My main task involved converting all of the videos of a particular series, from Youtube to Facebook. Involved resizing the videos for multiple social platforms, subtitling them, and creating copy for their posts.

- Assisted on set for one of the episodes of the ABC Catalyst series, in which I acted as a production assistant tasked with responsibilities involving handling of props, the talent, and the location.
- Pitched a documentary series for an upcoming programming slot to do with people living with disabilities. I received the broad parameters, and some advice on the kind of programming that the producers at ABC Science were looking for, and then I proceeded to conduct research to bring several ideas to them. Once they were satisfied with one particular story: that of a personal trainer with cerebral palsy that helped others with disabilities reach their fitness goals, I worked to create a full pitch deck which I presented to the producers. The idea is now being considered for their slate.

Development Intern - See Pictures

June 2020 - September 2020

- Conducted research for development proposals. When the producers needed research for a story done, or needed certain documents put together, it would be my responsibility to deliver these by a certain time. I assisted in creating a pitch document for one of the projects being developed at the company. Collected documents for a Screen Australia development fund. I was always able to complete these projects in a timely manner.
- Wrote script coverage. Involved reading new scripts that were sent into the production company and were being considered for development, and provided a summary of their viability as projects. I did script coverage for over 30 screenplays, pilots and concept documents.

Education

Masters of Screen Arts

Australian Film Television Radio School

2019 - 2021

- Major in Screenwriting.

Bachelor of Arts (Media & Communications)

University of Sydney

2012 - 2016

- Major in History.

Skills & Proficiencies

Final Cut Pro

RSA

Live Theatre Sound/Lighting

Adobe Suite