

Luke Forbes - Researcher

Bases in Manchester and Birmingham (willing to relocate)

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SKILLS AND ABILITIES

RESEARCHING - Ability to use accurate and reliable sources to conduct research on a range of topics. Experience writing hundreds of questions and answers that were used on a prime time television programme. Experience using programmes such as the Microsoft Office package to organise my research and findings. Proven ability to complete thorough and in depth background checks using a variety of methods, such as social media and Google checks.

CASTING - Ability to book and cast a range of high profile talent and contributors by receiving applications through the post and online (using eTribez) as well as direct targeting by using social media, phone bashing and online websites. Ability to target my search by looking specifically into ages, genders, disabilities, ethnicities and from different socio-economic backgrounds. Experience contacting talent and contributors by using phone and video calls, emails and meeting them in person. Ability to conduct auditions both independently and as part of a team.

PRODUCTION - Experience working in studios, galleries, offices and on locations around the UK and internationally. Experience with setting up shoots, including booking accommodation, equipment, talent, travel and locations. Knowledge of completing in depth pre and post production paperwork such as risk assessments, contributor and location release forms, confidentiality forms, shot lists, location recce's and logging forms.

TECHNICAL AND EDITORIAL - Experience using a wide range of camera makes and models to shoot for live and pre-recorded broadcast material. Confident photography and videography editor to a professional broadcast standard. Experience on Adobe Photoshop, Final Cut Pro, Avid, Adobe Premier and Adobe After Effects.

PRODUCTION EXPERIENCE

Researcher - *The Circle USA and The Circle UK* - Studio Lambert - August - October 2019

- Assisted a Gallery Producer in getting the best content out of the contributors.
- Produced detailed and in depth story notes at the end of each shift (including information on contributor welfare).
- Created important editorial notes that was to be used in the edit to speed up the process.
- Controlled and updated the live Circle interface, leading contributors through chats, games and profile snoops.
- Vision mixed twelve camera feeds into four live recording streams whilst working closely with a hothead to get the best possible camera angles for the recording streams.

Researcher and Shooting PD - *OPTUS SPORT* - August 2018 - August 2019

- Rigged and operated camera, sound and lighting equipment for live broadcasts.
- Researched team news and latest sporting gossip to help create scripts and produce talent.
- Uploaded professional and creative content to the Optus Sports social media accounts.
- Used a LiveU box to transmit live video links from the filming location to the Australian TV gallery.
- Scouted public to be part of the live broadcasts, getting them prepared to go live on air and informing them of possible questions they may be asked and getting an idea of what their responses would be.

Production Runner - *Dragons Den* - BBC - February - May 2019

- Researched UK based businesses and entrepreneurs and contacted them about auditioning for the show.
- Used accurate and reliable sources including Tracesmart, Lexis Nexis, Companies House and a wide range of social media networks to complete thorough background checks on all entrepreneurs entering the den.
- Filmed and edited audition casting tapes to be shown to the Casting and Series Producers.
- Liaised with potential applicants and guided them through each stage of the application process.
- Pitched businesses and entrepreneurs to the Series and Executive Producers in team meetings.

Production Runner - *A Question of Sport* - BBC - August - December 2018

- Researched and written hundreds of questions and answers using accurate and reliable sources.
- Used a wide range of camera makes and models to film the 'Mystery Guest' feature of the show.
- Contacted celebrities and agents to book talent for the prime time BBC1 quiz show.
- Approached companies and businesses to book locations for filming different segments of the show.
- Used Premiere Pro to edit footage and Adobe Photoshop and After Effects to edit graphics to broadcast standard.
- Sourced images through a royalty free website (Getty), video through a BBC Library archive system (Dalet) and music through a music archive system (Desktop Jukebox) and went through necessary processes to get cleared.

ADDITIONAL PRODUCTION EXPERIENCE

STUDIO / FLOOR RUNNER JOBS

Home Is Where The Art Is - BBC - January 2019
NHS at 70 - BBC - June 2018
Commonwealth 2022 Games Takeover - BBC - April 2018
Sports Relief - BBC - March 2018
Harry Styles at the BBC - BBC - August 2017
Scruffts: Britain's Favourite Dog - Mentorn Media - March 2017
Better Bathrooms - Equinox - November 2016
Expedia - Partizan - September 2016
Davis Cup - Eurosport - March 2016
The Gadget Show - North One TV - January 2016 - March 2016
Britain's Got Talent - Thames TV - February 2016

CASTING / CONTRIBUTOR / TALENT RUNNER JOBS

Eurovision: You Decide - BBC - February 2019
The Greatest Dancer - BBC - August 2018
Take Me Out - ITV - August 2018
Question of Sport - BBC - July 2017 - August 2018
Mastermind - BBC - July 2018
The £100K Drop - Remarkable TV - September 2017
Naked Attraction - Studio Lambert - March - April 2017
The Voice Kids - ITV - September 2016
Catchphrase - ITV - September 2016
The Jeremy Kyle Show - ITV - May - June 2016
The X Factor - Thames TV - May - June 2016

LOGGER JOBS

The X Factor: The Band - Thames TV - November 2019
Four In A Bed - Studio Lambert - June - August 2019
Last Laugh in Las Vegas - ITV - October 2017
The Apprentice - Boundless Productions - February 2016 / 2017
Let It Shine - BBC - July 2016 - November 2016
The Voice - Thames TV - July 2016 - October 2016
First Dates - Twenty Twenty Television - June 2016 - July 2016

TRAINING AND QUALIFICATIONS

BBC ONLINE COURSES - Production Safety, Data Protection and Cyber Security, Working with Children Online, Editorial Standards, Anti-Bribery UK and Data Protection Online.

EDUCATION

BIRMINGHAM CITY UNIVERSITY - BA (HONS) Media and Communications (TV) - 2:1 - September 2012 - July 2015.

PREVIOUS EMPLOYMENT

PHEASEY PARK FARM PRIMARY SCHOOL - Teaching Assistant - January 2017 - July 2018

BARR BEACON LEISURE CENTRE - Duty Manager, Receptionist and Lifeguard - August 2010 - August 2018

GDPR STATEMENT: THIS CV MAY BE KEPT ON FILE AND DISTRIBUTED FOR EMPLOYMENT PURPOSES.