

Hayley Jade Potter

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DOB: 24.05.1987

Personal Attributes

- *Thrive in a high pressure environment, working to deadlines
- *Extremely organised and able to multi-task
- *Highly self-motivated and hardworking, whilst maintaining a positive attitude
- *Great people and communication skills at all levels of authority
- *Building instant rapport
- *Learn very quickly
- *Work under own initiative, foreseeing potential problems
- *Team player
- *Solution and goal focused
- *Based in Manchester & North Yorkshire, willing and able to travel/relocate

Transferable Skills & Personal Achievements

- *Full clean driving license & over 25 – own car
- *Experience driving vans including Luton
- *First Aid, Evac-Chair & Fire marshal trained
- *Safe design and Set Construction- BBC training
- *Working knowledge of health & safety and Risk Assessment
- *DBS certificate
- *Manual handling trained
- *Costume design, making & sourcing
- *Props design, making & sourcing
- *Scale model making & drawing
- *Set building & dressing

Through employment in the hospitality industry...

- *Strong administration skills, diary management & excellent telephone manner
- *Working to strict company policy/guidelines
- *Event planning and management
- *Client/customer confidentiality
- *Personal License holder
- *Food safety & hygiene certificate

Employment History

Standby Art Director

- **Britain's Brightest Celebrity Family, Series 4, Gameface (ITV)**, Sept 2020
- **JoJo & Gran Gran (Dailies)**, CBeebies (BBC), Sept 2019
- **So Awkward, Series 6, CBBC (Channel X North Ltd)**, May- Sept 2019
- **Ackley Bridge, Series 3, (Dailies)**, Channel 4 (The Forge Entertainment Ltd), April- 2019
- **Years & Years, Block 2**, BBC1 (RED Productions), Jan-March 2019
- **The Show, Feature film (EMU Productions)**, Nov 2018
- **4 O'Clock Club, Series 8–CBBC (BBC)**, Jun-Sept 2018
- **4 O'Clock Club, Series 7–CBBC (BBC)**, April-Sept 2017
 - Scenic painting and set dressing during prep time
- **Snatch (TV series), Block 2 (2nd Unit) & Block 3, Crackle (Little Island Productions)**, Oct- Jan 2017
- **England is Mine, Feature film (Essoldo Pictures)**, April-May 2016
- **Cbeebies 'Days of the Week' Songs (BBC)**, March 2016
 - Designing, sourcing props and dressing themed sets to shot
- **Nick Kicks–Nickelodeon**, Various 2017
 - Prepping and dressing game elements

Assistant Art Director

- **My Million Pound Menu, Series 2 – BBC2 (Electric Ray)**, Oct 2018
 - Sourcing set/restaurant dressing to match contributors style
 - Installing set pieces and dressing restaurants
- **My Million Pound Menu, Series 1 – BBC2 (Electric Ray)**, Nov 2017

Art Director

- **SiS with Manchester United Product Launch – (Dock10)**, Feb 2018
 - Styling, product placement, continuity and sourcing additional props
- **Bitz & Bobs You Can Do it Too– Cbeebies (BBC)**, Sept - Oct 2017 & Feb 2018
- **The Let's Go Club/Festival of Making OB – Cbeebies (BBC)**, May 2017
 - Design, prep and managing two make sessions with 40 children each
 - Set dressing & standby
- **The Let's Go Club – Cbeebies (BBC)**, May-Oct 2016
 - Sourcing props/dressing, designing and co-ordinating themed studio and location sets, including a large obstacle gameshow element
 - Managing budget and consolidating receipts

Qualifications

Anglia Ruskin University, Cambridge
BA (Hons) Film, TV & Theatre Design

A 'live' project design led course. Completing all stages and aspects of the project from brief through to final product/production. Working to strict budgets, working deadlines and with Clients/contributors.

Yorkshire Coast College, Scarborough
BTEC Diploma in Foundation Studies in Art & Design

Lady Lumley's School, Pickering, North Yorkshire

► **A Level:** Art, Biology, Chemistry

► **AS Level:** Maths

► **GCSEs:** 11 A*-B

Including French & German, Textiles, Drama & Art

References

Available on request

▫ Completing risk assessment and enforcing health and safety

■ **Cbeebies Presentation (BBC)**, March 2015 – March 2016

- Designing, building and dressing themed sets
- Sourcing props/dressing and co-ordinating themed sets
- Managing budget and consolidating receipts
- Overseeing risk assessment and enforcing health and safety in the workshop
- Co-ordinated a complete relocation of design workshop and storage spaces, including managing additional staffs workload

Buyer

■ **8 Out of 10 Cats Does Countdown** – Channel 4 (*Endemol Shine*), Various 2019/2020

■ **No Offence Series 3** – Channel 4 (*Abbott Vision*), March-April 2018

Design Assistant

■ **8 Out of 10 Cats Does Countdown** – Channel 4 (*Endemol Shine*), Various 2018/2019

- Set dressing and prop buying/making for Christmas special

■ **The Biscuits** – *CBBC Pilot (BBC)*, March 2017

- Scenic painting, prop making & set dressing

■ **Ninja Warrior UK, Series 3** – *ITV (Potato)*, Aug 2016

- Set dressing and resetting assault course elements

■ **The Dengineers (Dailies)** – *CBBC (BBC)*, July 2016

- Scenic painting and set dressing

■ **Spot Bots (Dailies)** – *Cbeebies (BBC)*, June 2015

■ **Swashbuckle (Dailies)** – *Cbeebies (BBC)*, May 2015

■ **Justin's House (Dailies)** – *Cbeebies (BBC)*, March 2015

■ **CBBC Presentation (BBC)** Nov 2014 – March 2015

- Standby for live and pre-recorded links in studio

■ **Cbeebies Presentation (BBC)**, July 2013 – Nov 2014

- Sourcing and making props and costumes
- Acting up as Standby Art Director for World Wide and Christmas content, make links and set dressing
- Acting up for 6 months to ASM in Stage Managers absence