

Sarah Mesterton-Gibbons | Researcher

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UK driving licence held for 3+ years (over 25) | DBS Check

I am a confident self-shooter with children's and factual TV experience, both on location and in a fast-paced, live studio environment. I love telling stories with heart and creating stellar factual and entertainment content for children and families. I have had multiple ideas commissioned across platforms while working on *Blue Peter* and sourced vehicles and locations while working on *Grace's Amazing Machines*. I have set up numerous successful shoots and written scripts for factual and ents content. I also have experience directing. I have just finished working as a researcher on *Swashbuckle*, sourcing and casting diverse pre-school audiences and contestants.

SKILLS

- Self-shooting with FS7, A7S, GoPro & Canon DSLR
- Editing with Premiere, Final Cut Pro & Photoshop
- Script writing
- Watercolour & oil painting, arts & crafts, photography
- Conversational Spanish

TELEVISION EMPLOYMENT

Researcher (Audiences & Casting) – *Swashbuckle* (In-house/CBeebies) January 2020–April 2020

Series Producer: Rachel Bazeley | Production Manager: Anne McGarrity

- Sourced & cast diverse pre-school audiences & contestants
- Self-shooting for casting workshops
- Worked with pre-school children in a busy studio environment & helped them feel at ease
- Created & maintained information systems for casting, licensing & studio
- Lead casting workshops in schools
- Worked to accommodate children with a variety of disabilities by speaking with parents & experts, communicating additional support needs to studio crew, & arranging site visits & training

Researcher – *GCSE Business* (Education/Bitesize) October 2019—January 2020

Editor: Oonagh Jaquest | Producer: Michael Rumbelow | AP: Shane Eldershaw

- Project managed the creation of 30-40 study guides each for four exam boards & delivered by deadline
- Copy-edited text, gave writers & reviewers feedback & prepped guides for AP/Producer checks
- Commissioned new writers & reviewers
- Organised user testing in schools & designed engaging activities
- Presented user testing results in team meetings & uploaded useful materials & results to Confluence
- Generated promotion ideas for launch of GCSE Business
- Streamlined study guide review process
- Promoted name, place & job role diversity in study guides by creating diverse examples to replace cliché ones
- Set up equipment & worked with talent on BBC Teach shoot
- Sourced stills & uploaded via iBroadcast

Researcher – *Grace's Amazing Machines* (In-house/CBeebies) July 2019—October 2019

Series Producer: Rob Jenkinson | Production Manager: Rebekah Davies | Producer: Nic Hall & John Macnish

- Sourced & booked vehicles & locations for filming, negotiating prices within budget & editorial guidelines
- Handled paperwork including releases & insurance documents for vehicles, contributors & locations
- Liaised with BBC insurance, legal, & health & safety teams to ensure that shoots ran smoothly
- Supported the PD on location, working with contributors, crew, location managers & talent
- Wrote scripts
- Self-shot with FS7 & recorded sound for school VTs
- Self-shot with GoPros & assembled kit, including Ronin
- Stepped up to direct half a shoot & cutaways
- 2nd camera on tugboat shoot
- Managed float & receipts
- Handled stock & backing up with ShotPut on location
- Completed risk assessments
- Took production stills

Art Department Runner – *The Dengineers* (In-house/CBBC) May 2019 (two weeks)

Series Producer: Jennifer Morrison | Production Manager: Amy Ryninks | Producer: Tanuja East

- Painted/decorated sets
- Sourced props & materials
- Conducted background checks on contributors

Runner – *Grace's Amazing Machines* (In-house/CBeebies) April 2019—July 2019

Series Producer: Rob Jenkinson | Production Manager: Rebekah Davies | Producer: Nic Hall

- Searched for talent & assisted with presenter screen tests & casting
- Rigged GoPros in vehicles
- Acted up as a researcher, finding & booking vehicles last minute
- Sourced props & costumes

Correspondence Assistant – *Blue Peter* (In-house/CBBC) April 2018—April 2019

Series Producer: Matt Peacock | Production Manager: Claudia Spofforth & Judith Coker

- Read, wrote & enveloped 80 letters a day
- Handled emails & calls from parents & children
- Developed & pitched ideas to producers on a regular basis, with multiple films commissioned
- Maintained database of badge holders while handling sensitive data according to GDPR
- Escalated child wellbeing concerns
- Initiated conversations about diversity & featuring regions in output

Production Runner – *Blue Peter* (In-house/CBBC)

Various dates in 2018/2019

Series Producer: Matt Peacock | Production Manager: Claudia Spofforth

- Supervised 50+ audience children in studio for live 60th birthday & Christmas shows, working with chaperones
- Looked after high-profile contributors, celebrities, guests & on-screen talent in fast-paced studio environment
- Assisted on film shoots, operated boom & handled release forms
- Sourced contributors for multiple VTs
- Worked with children & families on location & in studio (including nervous/shy children)
- Helped with 'makes'

Day Runner – *Saturday Mash Up!* (In-house/CBBC)

November 2018

Series Producer: Jamie Wilson | Production Manager: Lucy Wilson

- Helped production team in a busy studio environment, working with chaperones to supervise young audiences

Runner – *So Awkward* (Channel X North/CBBC)

June 2016 (one week)

- Worked with chaperones to handle talent (including children), SAs & time sheets

Associate Producer – *Say Yes to the Dress: Atlanta Series 8* (NorthSouth/TLC)

Various dates in 2014

Associate Producer – *Say Yes to the Dress: Atlanta Series 6/7* (NorthSouth/TLC)

Various dates in 2013

Producer: Layla Bozek | Production Manager: Lauren Smith

- Handled camera kit, cash, releases, travel & schedules
- Self-shooting, operated 2nd camera
- Directed interviews, coordinated camera operators & chose shots
- Liaised with location managers/planners

Events Coordinator – WFSU TV (PBS KIDS/NPR), US

May 2012—September 2014

- Planned teacher workshops, large community events & programmes to accompany children's TV shows
- Conducted research to evaluate the impact of mini campaigns, such as fostering numeracy through reading
- Wrote copy, designed web page layouts, maintained web pages, & edited educational videos for online
- Scripted & produced TV & radio promos
- Created craft projects, games & science experiments
- Built & maintained partnerships with key stakeholders
- Handled grant tracking, purchasing & receipts
- Made/sourced props & set pieces for studio & events
- Booked venues, suppliers, contractors & talent

Production Assistant – *Say Yes to the Dress: Bridesmaids Series 2* (NorthSouth/TLC)

March 2012

Associate Producer: Vicky Song | Production Manager: Lauren Smith

- Handled camera kit, cash, releases, travel & schedules
- Coordinated camera operators

RELEVANT VOLUNTEERING**Spanish After-School Club Teacher – York, UK**

June—July 2015

- Taught a six-week Spanish after-school club at two Yorkshire primary schools for Year 3, 4 & 5 pupils
- Designed lesson plans to teach students basic Spanish through games, crafts & group activities

EDUCATION**Master of Arts in Psycholinguistics (Distinction), University of York**

September 2014—September 2015

- Spanish Level 2 (Distinction)
- Courses included: Language Acquisition, Phonetics & Phonology, Bilingualism

Bachelor of Arts in Media/Communication Studies, Florida State University

August 2011—May 2013

- 4.0 GPA
- Courses included: TV Production, Environmental Communication, & a minor in British Studies

TRAINING

Down's Syndrome Awareness – DSS, March 2020

Emergency First Aid – First Option, May 2019

FS7 & GoPro – BBC Production Services, May 2019

Carbon Literacy for Production – BBC/BAFTA, February 2019

Mental Health Awareness – BBC, July 2018

REFERENCESRachel Bazeley, SP, BBC Children's
rachel.bazeley@bbc.co.ukRob Jenkinson, SP, BBC Children's
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