

# GRACE SMITH, RUNNER

Bases in: Surrey, Sussex, Kent and London

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## PROFILE

I am a highly self-motivated 24-year-old with office and location runner experience in both Factual and Drama. I am a hardworking individual interested in expanding my experience in broadcast television.

## SKILLS

- Full UK driving licence & confident driving vans
- Familiarity with a variety of kit, including radio mic sets, Zoom Recorders, Nextos, tripods & Wally Dollys
- Data wrangling experience
- Practiced in handling release forms
- Experience working with the public, including children & vulnerable adults
- Able to use own initiative & also work as part of a team
- Highly organised & experienced in prioritising workloads
- Fully conversant with both Windows & Mac operating systems

## PAID FREELANCE WORK

<b>Location Runner</b> <b>Homes Under the Hammer Series 22, BBC One</b>	Lion TV	December 2017	1 Day
Role included: Scouting potential contributors, liaising with the general public and completing production paperwork.			
<b>Location Runner</b> <b>Rich House, Poor House Christmas Special, Channel 5</b>	Hat Trick Productions	December 2017	8 Days
Role included: Assembling kit on location, chaperoning infants and children, assisting with sound recording, liaising with contributors and the general public, handling production paperwork and release forms, and driving production vehicles.			
<b>Location Runner</b> <b>Money for Nothing Series 5, BBC One</b>	Friel Kean Films	October 2017 – December 2017	2 ½ Months
Role included: Managing a substantial float, data wrangling, assembling kit on location, liaising between talent, artisans and contributors, handling release forms, assisting with presenters' makes, booking PAT testers and electricians.			
<b>Location Runner</b> <b>Money for Nothing Series 4, BBC One</b>	Friel Kean Films	June 2017 – September 2017	4 Months
Role included: Looking after the talent and crew, helping scout potential items at recycling centres, data wrangling, handling release forms, attaching radio mics to contributors, dealing with petty cash and driving production vehicles.			
<b>Location Runner</b> <b>Celeb Money for Nothing Series 1, BBC One</b>	Friel Kean Films	February 2017 – May 2017	4 Months
Role included: Assisting the talent and crew, handling third party release forms, researching and sourcing materials for the presenters' makes, setting up equipment, dealing with a large production float and driving production vehicles.			
<b>Office Runner (holiday cover)</b>	Mammoth Screen	September 2016	1 Week
Role included: Daily runs around Soho, petty cash handling, answering phones and liaising with guests.			
<b>Location Runner</b> <b>Fill Your House for Free, Channel 4</b>	Raise the Roof Productions	May 2013	1 Day
Role included: Petty cash handling, supporting the PD and talent, as well as liaising with contributors.			

## WORK PLACEMENT and VOLUNTEER WORK

<b>Intern</b>	Madeleine Milburn Literary, TV & Film Agency	January 2017	2 Weeks
Role included: Reading manuscripts and offering feedback on whether they should be considered by the agency. Creating submission lists of production companies to approach for book to film.			
<b>Location Library Assistant,</b>	Locate Productions	October 2016 & 2015	2 Weeks
Role included: Assisting with the upkeep of the locations library, selecting a variety of potential locations for clients, as well as being the Location Manager's Assistant on a Sky News Christmas Advert.			
<b>Reader</b>	Mammoth Screen	October 2016	1 Month
Role included: Writing a book report to see if there are advantages in adapting a literary work for television.			
<b>Production Assistant</b>	Boundless Productions	October 2016	2 Weeks
Role included: Preparing, transcribing and time coding scripts, as well as visiting offline and online edits for House Doctor.			

## OTHER EMPLOYMENT

**Youth and Play Worker, Disability Challengers,** September 2012 – February 2017

**Patient Advice & Liaison Assistant, Surrey & Sussex Healthcare NHS Trust,** September 2012 – October 2016

**Student Ambassador, Royal Holloway, University of London,** October 2014 – June 2016

## EDUCATION and QUALIFICATIONS

**Royal Holloway, University of London,** 1:1 in BA Comparative Literature & Culture with Visual Arts, 2014 – 2016

**Brighton Film School,** HND and HNC in Filmmaking, 2012 – 2014 & Art Direction in Film & Television Course 2013