

Lizzie Keating
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Profile

An enthusiastic, focused person with a sociable nature and positive attitude. Extremely adaptable and hardworking with great communication skills and the ability to thrive under pressure.

Employment

September 2018 to Present (ongoing intermittent)

The Voice, ITV

VT Runner/Coach Runner

- Filming VTS all over the country with a small team (P/D and researcher)
- Appointed driver, always on hand to help carry kit
- Data wrangling and full responsibility of all stock, logging all footage
- Looking after team and contributors, collecting release forms where necessary, providing water/snacks/tea etc, general well being
- In office round up, back up all footage from lacies on to G-raid, scanning forms, uploading all logging, expenses, completing spreadsheets
- In studio coach runner for assigned coach (talent)
- Setting up dressing room, organising rider, making sure everything is well in order, clean and ready for talent
- Meeting talent and team at the door and bringing them to their dressing rooms
- Organising breakfast, lunch and dinner for talent and team, dealing with them directly
- Ensuring all their needs are catered for, going above and beyond
- Giving them time checks and walking them down to studio, liaising with AFM and talent manager
- Going into studio during breaks and assisting with any on set needs for my coach, checking in with their team for coffees/teas/any other needs
- Helping other runners/team where possible

June 2017 to July 2018

Ukee Radio, Canada

Creator/Producer/Presenter of The Hump day show 99.5 Ukee radio

- Putting together a weekly playlist, coming up with content and regular features
- Hosting the show weekly and spreading radio merriment
- Sourcing and interviewing guests
- Setting up and executing live music on the show

March 2017

STV, Babushka

Runner

- Setting up and packing down the production office and green rooms
- Looking after talent in all aspects
- Collecting contestants and looking after them, taking them into makeup/dressing rooms/collecting lunch/dinner and clearing dressing rooms when changing over
- Checking in on gallery/studio, making teas and collecting lunch etc when required
- Helping with any ad hoc tasks

February 2017

Love Productions

Runner

- Helping around the office and working on location at the auditions for the 2017 series of 'The Great British Bake Off'
- Welcoming contestants and making them feel at ease, taking photos of them and their bakes for their file
- Helping in the interview room, setting up the bakes ready to be judged, being on hand to help

May 2016 to January 2017

ITV Southbank

Runner/Prod Sec, This Morning

- Duties include (when on studio shift); printing, organizing, binding and distributing scripts, copying the Front of House and Briefs and distributing them to the necessary people
- Answering the phone, liaising with security, and checking off people as they arrive, then welcoming them at the lift, making sure they have signed the correct release form before they leave and gathering travel information for the production secretaries, helping the green room host when needed
- General fetching and carrying along with keeping in check with goings on and peoples' locations, chasing cars if guests are late and liaising with the Assistant Floor Manager
- The office shift mainly consists of being responsive to emails and running errands as needed including; buying items for the next day's show, collecting packages/post from goods in, liaising with the studio runner and rest of the team for any odd jobs and other general ad hoc tasks, getting lunch for talent
- Typing up the next day's front page and timings document when in office.

During my time as a runner I was asked to do some holiday cover for the production secretaries. Responsibilities included;

- Booking travel across the show including staff and guests (40+ staff and around 20+/- guests per day)
- Being on call on alternate weekends and weekday evenings
- Dealing with last minute bookings and cancellations (e.g. flights, trains, hotels & cars)
- Sending out the daysheet complete with all times of pick up, arrival, ref numbers and addresses
- Inputting all travel into the costing spreadsheet and tallying it up and the end of the week
- Spending alternate mornings in the studio to book and oversee return travel

November 2015 to May 2016

ITV, Southbank

Freelance Production Assistant

- Working within ITV creative across all hubs (ITV, ITV2/3/4/Hub/Be & Encore), providing support to the commercial and online team
- Producing smaller projects such as pieces to camera, regenerating old promos for ITV Encore/ITV3 and repacking promos for ITV Hub
- Helping with specific projects such as Text Santa & the MOBOS ensuring all invoices are paid correctly and on time, also overseeing expenses and general admin
- Booking taxis and couriers
- Carrying out occasional running tasks i.e. delivering/collecting/errands/helping with office birthdays & baby showers!
- Creating TLS requests for footage and then, if needed, organizing and sending drives often to a short deadline
- Sourcing, ordering & chasing footage for the creatives' in order for them to make the promotional campaigns, often directly from the production companies.
- Putting together a list with the creative directors for the weekly reel
- Sending endboard information (sheets) down to versioning to be made
- Viewing the promo's, checking all the information on the clock and endboard is correct, looking for glitches and then sending to TX (broadcast)

July 2015 to September 2015

C Venues, Edinburgh Fringe Festival

Site Coordinator

- Solely managing a 40 seat outdoor venue which launched this year, overseeing all aspects of its day to day running
- Stage management, A&R, lighting and sound technician for all the acts
- Scouting and assisting the events team in programming the acts
- Assisting the events team with programming and stage-managing the late night cabaret show on days off
- Helping and being the main port of call for the press launch
- Opening and closing the venue, dealing with any problems when/if they arise
- Answering any questions and reporting back to the event and general managers with progress
- Assisting with the get-in and get-out of my venue and the others (rigging lights/sound etc.)

March 2014 to July 2015

Handle Recruitment

Business Operations Administrator

- Diary management for the Founder and for the entire office of 60+ staff. Ensuring meeting rooms are booked correctly and are kept clean and tidy
- Organizing client meetings including managing logistics and catering etc.
- Formatting CV's ready to be sent out to clients on a tight schedule
- Covering a busy reception desk and providing IT support
- Advertising - allocating ad slots for the recruiters, and working with excel to do the quarterly ad-spend report as well as other excel based projects
- Having full responsibility for ensuring Basic disclosure checks and/or any other legal checks required by the client are completed efficiently and quickly
- Appointed and trained fire marshal and first aider for the business
- Training new staff and assisting with organization of any other training
- Prepare documentation for new starters, and providing a variety of support to the HR team

Live Events Experience

20th to 27th June 2016

Glastonbury Festival

A&R – Avalon Stage

- Looking after all the acts, sorting dressing room schedules and organising the rider (30 acts for three days + 4 dressing rooms)
- Keeping on hand to deal with any problems that arise, i.e. fetching things, sorting transport for the acts and dealing with site managers to get things (acts) through the mud!
- Wrist banding acts on arrival and sorting meal vouchers and liaising with tour managers
- Helping wherever needed

Weekend of 15th April 2016

Oxford Folk Weekend

Venue Manager

- Being solely responsible for managing a dancing venue with live music in central Oxford during the lively folk festival
- Leading and training stewards doing FOH and ticketing/merchandise sales, organizing breaks etc
- Liaising with the venue owner on arrival about facilities/safety procedures
- Stage managing and coordinating sound checks, ensuring the events are running on time
- General A&R, making sure all our acts were happy and had everything they required, from water to access to equipment
- Handling any tough situations that arise and ensuring people's safety and security at all times, being the port of call for everybody at the venue including stewards, bar staff (pop up bar) and patrons

28.5.15 & 4.6.16

Camden rocks fest – fifty five bar

Stage manager

- Liaising with production manager at the beginning of the day and throughout to keep them up to date
- Familiarising myself with the venue, venue staff and sound technician(s), ensuring good communication is kept throughout the day
- Organizing the artists upon arrival with wristbands and accommodating any needs i.e. storing gear and helping with sound checks, answering questions about the venue and making sure they are happy with everything - general A&R
- Keeping track of timing throughout making sure bands are on stage/sound checking on time, contacting the bands if they are

- running late/having problems
- Wrapping everything up and returning anything to the production manager (spare phone, paperwork etc.)

21.5.16 & 22.5.16

Curzon Music Festival

Artist Liaison

- Taking them down to the stage when they're called and escorting them off, topping up the rider and organizing dinners for the headliners, who were The Magic Numbers and Midge Ure
- Other ad hoc tasks when needed as needed

2008 to 2013

Volunteering, working abroad and travelling in Africa, Italy, France, New Zealand, Australia and Asia. Experienced skier/snowboarder.

Voluntary Experience

- New forest hospital radio Co DJ.
- Temporary schoolteacher in Tanzania for 8-12 year-old children English Lang/Lit.
- Solely organized two fundraisers for Help for Heroes and The Lullaby Trust.
- Poppy seller for 2013 Poppy appeal.
- Oxfam Steward at summer festivals.

Education

2008

Brockenhurst College

A Levels in Photography, Communication Studies and Performing Arts

2006

Priestlands School, Lymington

9 GCSEs A* to D

Other Qualifications

- Full and clean driver's licence held since 2008 and car
- RSA completed for NSW, WA, QLD, SA, NT
- Intermediate in Microsoft and Mac software
- Basic Italian
- Fire Marshall and First Aid