

KATHERINE RIOS

Assistant Floor Manager/ Floor Manager

Location: Manchester/London/Chester

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I have a solid understanding of the television studio and location processes. Background working on live shows, children's and factual programmes. Experience working on various productions in Europe, Latin America and England. I am always flexible, proactive, enthusiastic to learn and undertake a new challenge.

KEY SKILLS AND COMPETENCIES

- Excellent verbal and written communication in English and Spanish.
- Vast experience of working and communicating effectively with children.
- Coronavirus Basic Awareness on Production Training.
- Facilities Management: Social Distancing and PPE.
- Managing Covid-19 Risks on Productions for Freelancer.
- Covid-19 Supervisor for Freelancers
- Full clean driving License.

Three Arrows Media – “Baby club Series 3” CBeebies Covid-19 Coordinator- Manchester, UK

27/11/2020 –08/01/2021

- Creating and maintaining a safe Covid safe environment on location and the studio floor.
- Supporting the production management with Covid-19 enquires and reporting any incidents on site.
- Escorting contributors to set ensuring that PPE Covid-19 protocols are adhered to.

BBC- CBeebies House - Worldwide Floor Manager Freelancer – Salford, UK

21/11/2020 – 22/11/2020

- Responsible for ensuring studio equipment is ready for the days filming in line with Covid-19 protocols.
- Checking props and resetting studio to ensure production runs smoothly.
- Ensuring presenters and crew are on time and made aware of Covid-19 procedures.

BBC- CBeebies House Floor Manager Freelancer – Salford, UK

07/12/2018 – 17/02/2020

- Preparing screens, props and checking that everything is safe for filming in the studio.
- Working with the producer to ensure each area of the studio is set up according to the script.
- Responsible for timing of the show, presenter and crew, ensuring filming runs to schedule.

BBC - CBBC Presentation Floor Manager Freelancer – Manchester, UK

18/02/2019 – 22/02/2019

- Liaising with the gallery to ensure all instructions are carried out promptly in the studio.
- Ensuring that presenters and contributors are in the correct place at the correct time.
- Responsible for organising and setting up props during the VT'S.

BBC Online Learning Live Lessons Assistant Floor Manager Freelancer - Salford, UK

18/09/2018- 22/03/2019

- Responsible for supervising presenters and contributors during the live show.
- Pre - reading of the script with the Floor Manager and planning for the VT'S.
- Assisting the Floor Manager, checking props and resetting the studio after rehearsals.

Three Arrows Media – “Baby club- Series 2” CBeebies Studio Floor Runner- Manchester, UK

02/07/2018 –22/07/2018

- Assisting the production team in the studio with props and resetting the studio.
- Looking after the production team in the studio and gallery.
- Assisting the production team with the audience and monitoring of their welfare.

- Full Fat TV- “Shipmates” Channel 4** 06/06/2018- 20/06/2018
Location Assistant – Spain - France
- Assisting the Producer sourcing props, setting up of games and resets of the locations for the show.
 - Responsible for organising and moving props to various locations.
 - Assisting the production with release forms, casting, translation and locations.
- BBC Online Learning Live Lessons** 06/ 06/2016 –18/05/2018
Floor Runner - Freelancer - Salford, UK
- Assisting the Floor Manager, setting up the studio for the live show.
 - Looking after the presenters and contributors, ensuring they are on time in the studio.
 - Organising and checking release forms of the contestants.
- BETTY TV “Bear Grylls Mission with”** 03/10/2017 – 08/10/2017
Location Assistant - North Wales, UK
- Checking the batteries and functionality of the radios and distributing to the production crew.
 - Assisting the production buying props and catering for the celebrities and crew.
 - Responsible for returning shoot locations to their original state.
- CTVC - “The Pilgrimage” BBC 2** 04/05/2017 – 21/06/2017
Location Assistant – Spain
- Translating, finding and setting up locations for shoots.
 - Assisting the directors with the shooting of backstories for contributors and gathering release forms.
 - Preparing lenses, batteries and memory cards for the directors and camera operators.
- ITV - Thames X- Factor** 13/06/2016 – 15/06/2016
Audition Runner - Manchester, UK
- Escorting contestants and families during the auditions, assisting with request during the day.
 - Helping production, with backstage setting up camera equipment and organising contributors.
 - Checking and updating contestant’s music for rehearsals alongside the producer.
- Cactus TV – Saturday Kitchen Live BBC 1** 12/03 /2016 – 17/05/2016
Floor Runner - London, UK
- Assisting design team setting up and resets on the studio floor during the live show.
 - Responsible for gathering and looking after celebrities and contributors.
 - Checking and preparing props and recipes after VT’S.
- Cactus TV - Saturday Kitchen BBC 1** 17/11/2015 – 12/03/2016
Office Runner – London, UK
- Assisting various production teams with errands and deliveries for show.
 - Supporting the food economist checking recipes and buying food and props.
 - Assisting with errands day to day office duties .
- Raw TV** 15/04/2015 – 11/05/2015
Office Runner - London, UK
- Organising conferences and booking meeting rooms.
 - Office administration including photocopying, scanning and printing scripts.
 - Logging and archiving master tapes, production folders and video.
- Hat Trick Productions- Work Experience** 23/02/2015 - 27/02/2015
Runner London, UK
- Assisting runner team with office duties and general administration day to day.
 - Checking and organizing on Excel, DVDs for the production library.
 - Organising meeting for the Casting researcher and looking after contributors.

**CBeebies “The Furchester Hotel” Work Experience
Runner - Salford, UK**

01/09/2014 - 05/09/2014

- Logging and transcribing episodes for the editor.
- Shadowing the editor to improve my understanding of TV editing process.
- Shadowing the producer in approval processes in the edit and dub.

**CBeebies “Justin’s House Series- 3” Work Experience
Runner- Salford, UK**

11/08/2014 - 01/09/2014

- Working closely with the design team, supporting fast paced resets on the studio floor.
- Collaborating with puppeteering, prop manipulation and prop making.
- Assisting the production team with the audience and monitoring of their welfare.

**English student – Au pair
London, UK**

01/08/2012 – 01/02/2014

- Responsible for preparing entertaining ideas to teach the children Spanish.
- Researching and planning innovative and engaging activities for the children.
- Supporting parents with everyday school runs, balancing English studies alongside this role.

ACADEMIC QUALIFICATION

Audiovisual Communication and Journalism, BA (Hons)
Pompeu Fabra University- Barcelona, Spain

02/09/ 2008 - 01/06/2012

OTHER TRAINING AND EXPERIENCE

- Covid-19 Supervisor for Freelancers 2020
First Option – Online Training
- Managing Covid-19 Risks on Productions 2020
First Option – Online Training
- Coronavirus Basic Awareness on Production Training
ScreenSkills Online training 2020
- Events Health & Safety Film – BBC Online 2018
- Production Safety – BBC Online 2018
- Volunteer CBBC – Summer Sportarama 2015
Salford- Manchester, UK
- Avid Editing Essentials Training Course 2015
Vet- Training courses – London, UK
- Researchers Survival Guide Course 2014
Indie Training Fund- London, UK

INTERESTS

Charity work, salsa, zumba, learning new languages, traveling and hiking.

REFERENCES AVAILABLE ON REQUEST