

# Charlotte Ellen Taylor



Manchester/ Salford



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DBS checked

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## TELEVISION/ MEDIA EXPERIENCE

### Researcher - 'Countdown', ITV

Salford, September 2020 – October 2020

Researcher for daytime show Countdown for Channel 4.

- Assisting the casting team with the audition process, conducting vast amount of phone call auditions with applicants.

### Researcher - 'Don't Unleash the Beast', CPL Productions

Salford, June 2020 – August 2020

Researcher for brand new, immersive children's game show for CITV.

- Primarily a Games Researcher. Helped to design, develop and budget games for the programme, seeing them through to the completion of recording them in studio.
- Assisted the art department with dressing of the games and creating props.
- Researched prizes for the children and successfully negotiated free prize donations from various companies.
- Assisted the casting team with the audition process, conducted video call interviews and liaised with parents/legal guardians.

### Development Researcher - Purple Productions (Objective Media Group / All 3 Media)

Salford, November 2019 - December 2019

Assigned solely to work on a TV pilot about antiques for BBC, reporting to the Creative Directors.

- Researched and sourced Antique Experts/Dealers across the UK and France.
- Developed ideas for the pilot and pitched potential areas for improvement and growth.
- General administration assistance and created databases to record all findings and communication.

### Researcher - 'Home is Where the Art is', BBC

Salford, August 2019 - October 2019

Casting for the second series of daytime show Home is Where the Art is for BBC One.

- Sourced, researched and secured artists. High volume of phone chats, video call interviews and pitched the artists to executive members of the team.
- Vast outreach and social media targeting across the UK, encouraged members of the public and high profile artists to apply for the programme.
- Involvement during the studio RX week.

### Audience Researcher - 'Buy It Now for Christmas', Studio Lambert

Manchester, September 2019

Sourced and cast audience members for the Christmas special Buy It Now for Channel 4.

### Casting Researcher - 'Love Squad', Workerbee

Manchester, April 2019 - August 2019

Casting for brand-new dating show Love Squad for MTV.

- High volume casting of single men and women for the programme (involving vast phone chats, video interviews and looking after the contributors for the recordings).
- Tight deadlines and turnaround. Helped to cast over 300 contributors in that time.
- Street flyering, approached members of the public in person and via social media outreach.
- Wrote content for flyers, website and social media posts. Used paid ads and utilised analytics to best display the paid social media advertisements.
- Provided support and trained junior members of the team who were new to casting.

### Researcher - 'The £100K Drop', Remarkable Television

Manchester/Salford, September 2018 - January 2019

Casting for series 2 of the quiz show The £100K Drop for Channel 4.

- Cast pairs of contestants for the show and dealt with applications through eTribez. Casting involvement/ looked after the contestants on the studio RX days.
- Audition tours across the UK.

## KEY SKILLS

- Studio, location, office and event experience
- Working with Talent, Celebrities and high profile people in a professional manner
- Working with children
- Production / administration assistance (such as booking travel)
- Microsoft Office, Google and Apple software/ packages
- Experience working in Development (including games)
- Casting (including background checks)
- Experience using software and databases such as eTribez
- Thorough research, sourcing and evaluation abilities
- Experience interviewing and auditioning (including recorded video call interviews)
- Communication
- Experienced in building and maintaining good relationships with business connections
- Strong negotiating skills
- Effective time management, coordination and organisation skills
- Great at problem solving and multitasking
- Great phone manner (experienced in cold calling)
- Written and produced content for websites and social media
- Basic knowledge of using camera equipment and editing software (e.g. Final Cut Pro)
- Work well under pressure and a self starter
- Fast learner

## EDUCATION

September 2014 - 2017:

University of Salford

Bachelor of Arts (B.A. Hons), Television and Radio

Grade: First Class Honours

## REFERENCES

Available on request

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## **Casting Researcher - 'Gino's Win Your Wish List', Stellify Media**

**Manchester/Salford, April 2018 - July 2018**

Casting for series 1 of the Saturday night game/quiz show with Gino D'Acampo for Channel 5.

- Sourced and cast contributors (families of 5) for the programme.
- Audition tours across the UK.
- Assisted with post production paperwork using Silvermouse

## **Casting Researcher - 'Second Chance Dresses', Workerbee (formerly Endemol Shine North)**

**Salford, January 2018 - March 2018**

Casting for brand-new wedding dress programme 'Second Chance Dresses' for TLC UK.

- Sourced and cast contributors for the programme.
- Researched and sourced 'pre-loved' wedding dresses for the brides-to-be.

## **Junior Researcher - 'Judge Rinder', ITV | Salford, July 2017 - October 2017**

Casting for Judge Rinder.

- High volume casting and pre-Interviewed contributors on the studio RX days

## **Junior Researcher – 'Tonight', ITV | Manchester, Work Experience Placement, August 2016**

A week placement gaining experience both in the office and out shooting on location.

**Runner - BBC Summer Social, BBC | Salford, July 2017** - Gained more experience working with children and worked on various stalls at the outdoor event.

**Production Runner - 'The Martin Lewis Money Show', ITV | Manchester, June 2017** - Day Runner, found contributors and completed Contributor Release Forms.

**Runner - 'The Voice UK', ITV | Manchester, June 2017** - Worked on the registration desk on the Producer Tour checking people in for auditions.

**Runner - Dock 10 | Salford, Work Experience Placement, May 2017** - A week placement working with Post Production, Technology and Studios.

**Production Runner - 'University Challenge', ITV | Salford, Work Experience Placement, November 2016** - Working on the studio recordings, the role involved looking after contestants in the hospitality room and looking after the talent.

**Runner - 'The Voice Kids UK', ITV | Manchester, September 2016 and October 2017** - Worked on the registration desk on the Producer Tour checking people in for auditions. Plus Runner based tasks.

**Runner - 'Taking the Next Step', BBC | Manchester, January 2016** - Day Runner for the recording of a Flashmob.

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## **OTHER EXPERIENCE**

### **Administration Assistant, Receptionist and Ecommerce Trading Assistant for various businesses**

**Salford/Manchester February 2020 – March 2020**

Part time / temporary Administration Assistant and Receptionist for companies including Boohoo, Reich Insurance Group and AEW Architects.

- Receptionist duties such as welcoming visitors, answering the phone and organising post.
- Administration assistance such as responding to emails, logging data, logging company costs, scheduling, diary/calendar management for senior staff, booking meeting rooms, booking travel and accommodation for staff (including for senior management and company Directors).
- Experience using CRM systems such as Zoho and office based tools such as Tempus.
- Ecommerce Trading Assistant for BoohooMan, coding and altering the website according to the latest campaigns.

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