

Katie Soper: Production Runner

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🏠 Bristol and London

Full UK driving Licence

Seeking a Production Runner role on TV Dramas.

Enthusiastic and thrive in finding creative solutions. I am a confident communicator with a wide range of transferable skills, recent experience includes working in camera hire. Keen to progress in production by offering organisational support and undertaking tasks efficiently.

Account Handler, Pixi Pixel *February 2019 - March 2020*

- Responsible for negotiating costs with producers and supplying camera equipment packages.
- Offered advice on motion camera equipment which helped clients achieve particular looks whilst considering budgets.
- Built long standing relationships with clients and supported emerging talent.
- Arranged logistics for multiple camera units, sourced equipment for specific needs and organised transport.
- The role involved setting up new clients, generating quotes, invoices, purchase orders, as well as, checking insurance and liaising with accounts.
- Worked cost effectively and built good relationships with suppliers.
- Ensured hires ran smoothly by communicating with various departments, confident working alongside a variety of personalities and clients.
- Troubleshoot camera related issues in a fast paced environment.

Business director: Vince Wild

TV

- Location, fixed rig and studio experience.
- Worked closely with contributors surrounding sensitive subject matters.
- Worked in the gallery live-logging across the four streams and highlighted story arcs.
- Ability to assess situations and identify safe guarding issues.
- Assisted on location and organised travel for contributors.

Sex testers series 3 (Channel 4), **Firecracker Films**, Runner *July 2019*

My Extreme Drug Diary (Channel 5), **Firecracker Films** Runner *December 2018*

Student Sex Workers, Knickerbockerglory, Runner *November 2018*

Al Murray's Pub Quiz, **Avlon**, Runner *November 2018*

Mum's Make Porn (Channel 4), **Firecracker Films**, Runner *October 2018*

Dr Christian will see you now (Channel 4), **Firecracker Films**, Runner *September 2018*

Sex testers series 2 (Channel 4), **Firecracker Films**, Runner *July 2018*

Commercials

In-house production Annex films, Outsider, Good films

- Supporting production involved researching, preparing treatments, editing storyboards, managing casting cut-downs, liaising with catering and wardrobe, booking transport, preparing kit bags, and administering release forms.

On set

- Location and studio experience involved working on large scale commercials with various units.
- Assisted AD with coordinating crowds, stunts, SFX, high profile talent, children and animals.

| Company | Title | Director | Producer | 1st AD | Position |
|----------------|---------------------|-----------------------|------------------|---------------|----------|
| Riff Raff | Nike "Girls Tag" | David Wilson | Cathy Hood | Chris Kelly | Runner |
| Pretty Bird | Little Mix promo | Bradley & Pablo | Tom Brimingham | Chris Kelly | Runner |
| DED | Huawei | Chris Overton | Mark O'Sullivan | Chris Kelly | Runner |
| Pulse | Standard Life | Sam Pilling | James Greenall | Chris Kelly | Runner |
| Outsider | Samsung 'noble' | Scott Lyon | Zeno Campbell | Chris Kelly | Runner |
| Shoot Europe | Nike | Mel Bles | Jessica Bradbury | Rhys Thorpe | Runner |
| Knuckle Head | Lenovo 'Laptop' | Craig Moore | Tiernan Hanby | Dan Gibling | Runner |
| Great Guns | Lenovo 'Phone' | Markus Lundqvist | Marlyin Napaul | Mark Dean | Runner |
| Armoury | RFU Women's Ruby | Jonty Toosey | Clare Gibson | Shea Bradley | Runner |
| Tangerines | Cannon | Kurt Riddell | Sally Mulligan | Richard Guy | Runner |
| RSA | MusicVid 'Churches' | Tom Wakeling | Campbell Beaton | Dan Gibling | Runner |
| Pulse | Uni-lever 'Tree' | Warren & Nick | Debbie Ninnis | Jez Oakley | Runner |
| Loki | NatWest | Nico Perez Veiga | Bob Ford | Shea Bradley | Runner |
| Area 17 | Corporate Film | Lorin Braddick | Duncan | Ben Burton | Runner |
| Agile Films | The Grumbler | Nick White | Holly Martin | Ed Bellamy | Runner |
| Park Village | Lingerie | Zac Ella | Hannah Williams | Kerry Green | Runner |
| Moxie Pictures | Asda | Big Red Button | Lucy Tate | Ben Glickman | Runner |
| 2AM Films | Asda | James Caddick | Fraser Lawson | Grant Freeman | Runner |
| Park Village | Tesco 'x-mas' | Richard Jung | Pete Ryan | Iain Patrick | Runner |
| 2AM Films | Beer | Micheal Whitterbottom | Nick Crabb | Zoe Liang | Runner |

Production Coordinator, WMA *August 2018*

- Organised photography shoots which involved sourcing locations, talent, booking crew and travel.
- Negotiated rates and updated budgets.
- Prepared and distributed call sheets.
- Managed photographers and videographers schedules
- Reconciling floats and expense claims.

Art Department Assistant *freelance 2018*

- Good understanding of shoot schedules, storyboards and maintaining prop continuity.
- Sourced props and outsourced fabrication, it was necessary to negotiate costs with suppliers.
- Arranged logistics ensuring materials arrived on time and the set was assembled correctly.
- Prepared files for senior designers which involved creating mood boards and client presentations using Adobe Photoshop and InDesign.

Production Assistant, Dezeen *January 2016 - January 2017*

- Assisted with producing short online documentaries about architects, artists and designers.
- Coordinated and attended video shoots which involved booking travel, hiring equipment and studios.
- Edited social media videos using Final Cut Pro10, sourced media from stock libraries and architectural firms.
- Media management using vimeo and G-drives this involved preparing and resizing images.
- Responsible for publishing videos and articles, it was important to match content with the best performing platform by understanding audiences.
- Generated ideas and research for new stories.
- Tracked workload by conversing with the editorial and video team, ensured deliverables were on time, as well as, scheduling the video teams dairies with emphasis on events and promotions.
- Understanding of online marketing, used SEO and Google analytics to assess performance and improve stratagies.

PA, The Playroom Post *September 2012 - August 2013*

- Assistant to company Founder.
- Good understanding of editing work flows specialising in commercials and shorts films.
- Office management included maintaining office supplies, expenses, couriers and phones.
- Responsible for booking edit suites and team members dairies.
- Updated show-reels and online profiles such as LBB, Soho Soho and social media.

Education

University of the Arts London, Camberwell college B.A(homs) Fine Art sculpture (2.1)