

Sophie Procter

Runner

Mobile: 07596 552 932 **Email:** sophie.procter1926@gmail.com

Based in Manchester / North West and willing to travel.

Full UK Driving Licence with own car.

Key Skills and Training

- ScreenSkills Coronavirus Basic Awareness on Production Training.
- DBS Checked
- Radio Protocol
- Reading and using callsheets and sides.
- Solid background in live theatre and music, specialising in concert management, producing and administration.
- Interaction and communication skills
- Prioritising work loads
- Adapting quickly to all situations
- Keeping calm and in control when working under pressure.
- Organisational skills
- Strong drive and work ethic
- IT competent

Work Experience

Date	Role	Production	Assistant Directors
17 - 20 th August 2020	3 rd Assistant Director shadow and extra.	War of the Worlds Series 2 (Urban Myth Films)	DIR: Richard Clark 1 st AD: Sarah Davies 2 nd AD: Jen Rhodes 3 rd AD: Lauren Pate Crowd 2 nd : James King

- Gained valuable knowledge and experience of being on a professional set, such as using a radio, reading sides and call sheets and thoroughly enjoyed it.
- Learned about the role of a runner and how they work and interact with other members of the team and cast.

Other Employment

2019-2020 **Royal Northern College of Music (RNCM - Maternity cover)** **Full time Orchestras and Ensembles Assistant**

- Concert managing – I had constant face to face interaction with performers and members of staff and ensured the smooth running of the concerts, developing my interaction and communication skills.
- Developed the way I adapt to situations and prioritise workloads, getting used to thinking on my feet to solve potential or actual problems that occurred. Learnt the importance of keeping calm and in control in all situations, enabling me to solve any problems that occurred quickly.
- Administration – organised and ran rehearsals, by making rehearsal schedules and booking venues. Processed all the 'Absence Requests' for the students at the college, including organising and filing the finished requests.

2018-Present **The Apex Singers - <https://www.theapexsingers.com>** **Soprano and Administrative Manager**

- Performing in periodic concerts and regular rehearsals.
- Creating rehearsal schedules and securing rehearsal venues for the group, supporting my organisational skills.

Education

2016-2019 The University of Manchester - MusB (Hons) Music: 2:1

2009- 2016 Queen Elizabeth School, Kirkby Lonsdale

3 A level's – A* Sociology, A Music, A Psychology

11 GCSE's – 3 A*, 6 A, 2 B

References available on request