

Tess Benjamin | Runner

M:07827372603 | E:tessbenjamin@hotmail.co.uk | W:tessbenjamin.wordpress.com

A highly motivated and enthusiastic Runner, who has gained a wide range of skills through completing an advanced apprenticeship as a documentary Researcher. A strong knowledge of the production process and experience in all aspects of programme making from pre – postproduction.

Skills

- Full clean driving licence
- Experience in risk management - completing risk assessment forms and advising crew
- Strong communication skills and confident dealing with clients and contributors
- Confident setting up film equipment and assisting the production team on shoot
- Able to manage all essential production documents such as release forms, call sheets and timecode sheets
- Research experience sourcing suitable locations, contributors, props and wardrobe
- Experienced in working to tight deadlines

Experience

July 2014 - Current: Researcher - South Blessed:

- Researching relevant topics for documentary episodes
- Interviewing contributors and managing pod-casts on filming days
- Ensuring all paperwork is completed and organised such as release forms and call sheets

October 2014: Day Runner - Fremantle Media UK - Britain's Got Talent Producer's Tour:

- Assisted the Production Manager with registration for second stage auditions
- Took photographs of contestants and ensured release forms were signed and completed
- Assisted all members of the team where needed throughout the day

July 2013 - August 2014: Research Apprentice for Halo Films:

- Assisted on shoot days ensuring the day ran smoothly and to schedule
- Sourced contributors through advertising, contacting relevant companies and holding auditions/interviews
- Researched and shortlisted suitable locations for productions and then undertook recce's

March 2013 - August 2013: Producer and Director for short film 'A Woman's War':

- Managed pre-production including sourcing cast, props, locations and costume
- Directed cast and crew on filming days

November 2012: Camera Operator and Editor for BBC Apprentice Graduation Event:

- Filmed interviews with Apprentices and people involved in the event
- Edited footage using Final Cut Pro 7

August 2012: 1st AD for extended trailers of 'The Last Rites':

- Assisted the Director in all aspects of the pre-production/production process
- Supervised the cast and crew on shoot and ensured filming was kept to schedule

March 2012: Producer for short film 'The Seeing Thought' – Suited and Booted Studios

- Organised everything in preparation for filming including securing locations and cast
- Assisted throughout filming days ensuring they ran smoothly and to schedule

February 2012: Day Runner - BBC2 'Flog It!' Valuation day:

- Assisted the production team on shoot
- Completed timecode sheets and ensured release forms were signed

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Training & Education

July 2013 - July 2014: Cirencester College

Advanced Level 3 Apprenticeship in Creative & Digital Media

April 2013: DSLR PRO ACADEMY

Basic & Advanced DSLR course

September - December 2012: BBC FACE2FACE Scheme

July 2012: Creative England

Workshop for Health and Safety in Production

August 2011: Red and Black Films

Short Film Course

2008-2011: North Bristol Post 16 Redland

3 A Levels: Media, Film, Art

References

Sam Windsor Phillips: 'Producer - Halo Films' – 07*****

Andy Freedman: 'Head of Apprenticeships - Cirencester College' – 07*****