

## Olivia Watson – Researcher/Script Editor

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I am a methodical researcher who is proficient in Final Draft and has recently ranked in the top five percent of BBC Writers' Room drama submissions. Having begun in the industry as a child performer, I take great pride in combining the technical and creative aspects of my capabilities, and appreciate the development of a successful narrative.

### Education

**University of Nottingham Film, Television and Screen Industries MA** **September 2020 – Present**

**University of Warwick BA (Hons) English Literature and Creative Writing** **October 2017 – July 2020**

**St Mary's Catholic High School** **September 2010 – June 2017**

A-levels: **English Literature (A\*), English Language (A), Psychology (A)**

GCSEs: **5A\*s, 5As**

### Industry Training

**Short Courses:** 'Working with Disabled Talent' with thinkBIGGER's Sam Tatlow **October 2020**

The essentials of working with under 18s **September 2020**

'Researchers' Survival Guide' with Pamela Relton **August 2020**

**Online Modules:** Tackling harassment and bullying at work **August 2020**

Coronavirus basic awareness on production training **July 2020**

### Boards and Committees

**Board Member – Nottingham Playhouse Youth Board** **January 2021 – Present**

- Collaborate on the improvement of the theatre, and the feasibility of proposed projects.
- Facilitate youth outreach programmes, as well as theatre accessibility.

**Executive Committee of University of Warwick Women's Netball Club** **April 2018 – 2019**

- Elected League Officer of the club, a role which included planning and running training sessions.
- Coordinated committee members on club maintenance and development.

### Employment History

**Nottingham Playhouse, Nottingham, Rehearsal Assistant** **June 2021**

- Conducted linguistic research into the play text.
- Assisted the director in creative decisions and fed lines in the rehearsal process.
- Liaised with technical and backstage staff on the progression of the production.

**Mencap, Stratford-upon-Avon, Human Resources Intern/ Administration Assistant** **June 2019 – July 2021**

- Conducted interviews as a product of reforming the recruitment advertising strategy.
- Created content on various social media platforms to improve engagement.
- Introduced an employee feedback scheme to boost company cohesion.
- Tackled sensitive and confidential information whilst working to everchanging deadlines.

**PGL Tregoyd House, Brecon, AIGL (Activity Instructor / Group Leader)** **July 2018 – October 2018**

- Instructed children and adults in sessions such as Archery, Aeroball and Problem Solving. Adhered to relevant safety procedures, ensuring activities were educational and fun. Worked with colleagues and seniors to deliver desired product.
- Acted in loco parentis of children aged seven to sixteen. Developed successful group control strategies. Gained exceptional time management skills. Worked with compassion and understanding of children.

**JW Performance Arts, Doncaster, Freelance Dance Teacher** **September 2016 – Present**

- Taught discipline and technique to children aged five to sixteen. Created and followed lesson plans to ensure structure to the teaching. Delivered private lessons to suit individual need which increased adaptability.
- Liaised with parents on payment and progression.
- Accompanied the children on trips, acting as a chaperone and representative of the company.

### Skills, Activities, and Interests

- Languages: Conversational German and British Sign Language..
- Sports: Dance, Cycling, Horse riding, Netball, Weightlifting.
- Music: Percussion.
- Training: First Aid, Covid-19, Safeguarding, Equality and Inclusion.
- Further Qualifications: C Award Netball Umpire, I.D.T.A Dance Teacher.
- Other: Full driving license, Enhanced DBS, Licensed chaperone, Proficient in Microsoft, Apple, and Google packages.

### Volunteering

- Ongoing volunteering with Hallam Youth, taking the elderly and disabled to Lourdes, France.
- Raised £2000 for Child.org by walking 100km across the Cotswolds.
- Volunteer netball coach in a number of primary schools.