

# AMY SIMPSON | RUNNER

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Previously working in events, high end members club and historic houses I have used my experience to gain a range of work as a runner such as in studios, entertainment and factual. I'm looking for more roles to continue to learn and develop more skills.

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## SKILLS

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- **Strong people skills & communication** : general public, high profile, children and additional needs.
- **Microsoft** (word, powerpoint, outlook), **google docs**.
- Full clean **Driving Licence** (25+). Experienced in minibus, golf buggy and larger vehicle driving.
- Release forms using **RIMMS**.
- **Cash handling**.
- **Emergency First Aid at Work trained** (exp 7/27).
- **Seizure Awareness & Buccal Midazolam trained**.
- **British Sign Language & Makaton** (introductory awareness, simple conversations & phrases).
- **Enhanced DBS**.
- **Introduction to Safeguarding (OSCB), level 1**.
- Volunteering: **Girlguiding Leader** (2018-present).

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## EXPERIENCE

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### **STUDIO RUNNER, ELSTREE STUDIOS & TELEVISION CENTRE.** (AUG 23 - PRESENT)

- Checking guest lists, assigning passes, sorting deliveries for productions on site at Elstree Studios stage door.
- Being a contact for production support, liaising with resource managers. & cleaners.
- Placed on productions for rehearsal & RX/live show days through BBC Studioworks.

### **DAY RUNNER, THE GRAHAM NORTON SHOW | BBC STUDIOWORKS/SO TV.** (SEPT 24 - PRESENT)

- Production: gallery drink/catering runs, setting up dressing rooms and audience ushering.
- Talent: collecting guests/talent from talent door to their dressing rooms.

### **TALENT RUNNER, LOOSE WOMEN | ITV.** (DEC 24)

- Presenter runner, making sure theyre aware of timings, getting their food, props to studio floor, replenishing drinks during ad breaks.

### **PRODUCTION RUNNER, LOOSE WOMENS TALKATHON | ITV.** (6TH DEC 24)

- Checking in on talent throughout the night, meeting new talent and bringing to make up etc, being aware of timings.

### **DAY RUNNER, THE GREAT BRITISH BAKE OFF: AN EXTRA SLICE.** (SEPT - NOV 24)

- Art/stage: setting up the stage for rehearsal, swapping out props during filming & checking continuity shots.
- Production: setting up production spaces and catering, distributing paperwork & scanning release forms.
- Talent: taking to their dressing rooms, topping up water on set between takes, responding to requests and ushering back to rooms/cars after filming

### **LOCATION MARSHAL, UNRELEASED TITLE | THE WALT DISNEY COMPANY.** (15TH OCT 24)

- Setting up/down easy ups, chairs, tables etc and locking off areas.

### **VIP RUNNER, PREMIERE: KIDS LIKE US | ECHO VELVET.** (11TH SEPT 24)

- Accreditation: giving AAA, crew, press passes.
- Talent: across VIP movements, making sure they were in the right place & any requests in Cineworld/The Londoner Hotel.

### **LOCATION RUNNER, DOGS BEHAVING (VERY) BADLY, S7 | AVALON FACTUAL.** (9&29TH JULY 24)

- Assisting the PD and presenter on location, doing release forms using RIMMS for contributors & the public.

### **PRODUCTION RUNNER, SILENCE IS GOLDEN | YES YES MEDIA.** (14-24TH JULY 24)

- Floor: assisting the stage & art teams, standing in for mic checks, prop runs.
- Production: shop runs, setting up/down the green room, dressing rooms and catering, distributing and putting together scripts, schedules, running orders.

### **STUDIO RUNNER, SCRABBLE | BBC STUDIOWORKS/EONE/THE CW.** (1-7TH JULY 24)

- Looking after the galleries, doing odd jobs for the RM & production.

### **STUDIO RUNNER, EA EPREMIER LEAGUE | BBC STUDIOWORKS/WHISPER.** (JAN & MAR 24)

- Helping with talent requests, making drinks for talent & galleries, driving golf buggies.
- On stage door letting production know when talent has arrived.

### **DAY RUNNER, STRICTLY COME DANCING | BBC STUDIOWORKS.** (AUG - DEC 23)

- Looking after the extensive gallery teams on rehearsal, RX and live show days, drink runs every hour, lunch & dinner orders, being a stand in and helping with talent requests at Elstree Studios & Blackpool Tower Ballroom.

### **HOUSE & EVENT ASSISTANT | DITCHLEY FOUNDATION** (JULY - AUG 22)

- Assisted Netflixs locations team for 'The Diplomat' filming to prevent damage to the house.
- Being a point of contact between the house and the Grand Designs team whilst on site.

### **OTHER : ACTIVITY STAFF, YELLOW SUBMARINE CHARITY.** (JAN 22 - PRESENT)

**FRONT OF HOUSE, SOHO FARMHOUSE.** (MAY 21 - JUL 22)

**PALACE & EVENT HOST, BLENHEIM PALACE.** (NOV 16 - APR 21)