

# Cat Spooner

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D.O.B 26/10/1986

## Professional Experience

- September 2011-present **Endemol, UK**  
HEAD OF AUDIENCE / ASSISTANT FLOOR MANAGER
- Assistant Floor Managed across the live shows & Celebrity specials.
  - Coordinating twelve runners to ensure across site everything is clean, operable and running smoothly and managing the booking of up to 1500 audience members a week.
  - Dealing with all VIP and charity requests, liaising with Endemol Shepherds Bush about competitions and managing VIP/Executive visits to site.
- June 2011–September 2011 **British Broadcasting Corporation, UK**  
STUDIO/LOCATION ASSISTANT & 3<sup>rd</sup> AD
- Supporting crew and artists across the studio and production office.
  - Casting and coordinating extras and dealing with paperwork, health and safety regulations and bookings.
  - Managing any crew/facility issues in a high-pressure studio environment.
- January 2011–June 2011 **Roughcut TV, UK (for SKY)**  
STUDIO RUNNER
- Supporting and assisting the Assistant Director team at all levels – in the studio and production office and ensuring effective communication throughout the team and crew.
  - Coordinating and supervising large numbers of extras, preparing and cueing supporting artistes and looking after and scheduling actors, PR representatives and execs when visiting site and acting as a point of contact.
  - Arranging and distributing call sheets and office paperwork.

September  
2010–January  
2011

## **Big Bang Post Production, Bristol, UK**

HEAD RUNNER

- Supporting and communicating with the Facilities Manager and Project Managers effectively to ensure all projects and productions run smoothly.
- Ensuring all media is transported efficiently between various facilities and companies and that all staff and clients have all the equipment they need set-up for project progression.
- Operating the telephone and switchboard and acting as a main point of contact for the company.

September  
2010 – present

## **Omni Productions, Bristol, UK**

*Freelance Production Runner*

- Supporting the Director and Producer on shoots in the studio and on various locations.
- Organising props, scripts and actors and supporting all levels of production on the shoots.

May 2010 -  
present

## **Good Groove, UK**

*Events Manager / Artist Liaison*

- Collaboratively working with different production teams to produce big-budget events and festivals – whilst managing a team of upto 12 runners.
- Working exhaustively behind the scenes to ensure effective communication between colleagues and ensuring every eventuality has been considered.
- Organising the logistics of each event, booking appropriate crew and overseeing hiring of equipment and relevant companies.

## Education

2007-2010

## **University of the West of England, UK**

*BA (Hons) Media and Cultural Studies : First Class (79%)*

- Critical Practice Prize 2010
- Modules Included: Film Production, Television and Audiences, Researching Culture and Television Production.

2004-2006

## **Richard Huish College, UK**

- 3 A Levels: Psychology (B), History (B), Law (B),
- 2 AS Levels: Performing Arts (B), Critical Thinking (C).

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1998-2004 **Kingsmead Community School, Somerset**

- 12 A\*-B Grades including English, Maths, IT, French and German.

## Skills/Awards

- Full, clean UK Driving License
- Trained First Aider (Red Cross)
- BBC Health & Safety Two Day Course Trained
- Competent user of Final Cut Pro, Adobe Photoshop, & Premiere, Microsoft Word & Excel.
- Technical skills include editing in AVID, shooting in DV and DSR and have basic skills in sound recording and lighting.
- Awarded Critical Practise Prize 2010 by University of the West of England.
- Consecutive winner at National Youth Speaks Competitions from 2002-06