

Claire Drury

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PROFILE

I am a recent graduate with a passion for working in production. I have a variety of experience in theatre, arts festivals and television. Through my experiences I have learnt that I have a passion for working in television production and I am keen to gain a variety of experiences in production. I am organised and flexible, happy to work long days and eager to learn new skills. I have a full clean driving licence and access to a car.

TELEVISION WORK EXPERIENCE

Runner/Research assistant, BBC Leeds

September 2012

Work-shadowing placement with the Politics Editor for Look North and The Sunday Politics

- Researched for story regarding children in care. Collated a variety of information through online research and telephone calls. Presented my findings for the editorial meeting which were later used on the programme.
- Observed the making of a piece of factual film for a news show from beginning to end.
- Aided the team through administration. Followed the production, observing cameramen and directors. Observed interviews and sat in on the edit. It was an invaluable opportunity and I was able to ask lots of questions about the process as we went along.

Studio Runner/Logger, Smooth Operations (Cambridge Folk Festival)

July 2012

I worked as part of a large crew in various capacities as a runner for the Sky Arts HD live coverage.

- Liaison between various members of the production team, providing hospitality for presenters, running errands between the studio floor the director in the gallery and the edit suite.
 - Worked as a logger in the gallery recording time codes, which required me to be accurate and work quickly.
 - I loved this first opportunity to work on a set; the long days recording for live TV required me to be flexible and energetic and I learnt to be adaptable in a challenging environment.
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OTHER RELEVANT WORK EXPERIENCE

Festival Assistant, Ilkley Literature Festival

July – November 2013

- Administration work; answering phones and emails, maintaining databases, helping in the box office and fulfilling any tasks as needed by other members of the team to help with any preparations in the run up to the Festival. Conducted research work to provide concise information for Chairs of events.
- Worked as a runner for the BBC production team during the live broadcast of BBC Radio 4's *Any Questions?*
- Stage manager during the festival; looking after authors, helping manage a theatre venue, supervising volunteers and working as a face of the Festival. Responded quickly to problems as they arose and moved between various tasks, whilst maintaining a calm and courteous face to the public.
- Venue co-ordinator; providing fast response support as required to 7 venues across the Festival; including greeting and transporting speakers, delivering publicity materials and other supplies, stepping in to support events as necessary. Required to manage competing deadlines and be organised to prioritise my workload.
- Liaison for the Fringe festival; helping to coordinate an entire section of the Festival and being a helpful and contactable member of staff. Understanding the importance of support and direction for nervous performers.

Publicity Officer, Holmfirth Folk Festival

July 2013 – May 2014

Voluntary position at a community run festival

- Responsible for website design and maintenance. Coordinating and overseeing all publicity material and marketing strategy.
- Using organisational skills to coordinate publicity with different members of the committee.

Various positions in Performing Arts societies at University of York:

Chair: one of the largest performance societies at University of York

2012-2013

- Responsible for a number of large productions throughout the year, guiding production teams and managing a large budget. Chaired meetings and delegated tasks between the committee.
- Used leadership skills to make sure everybody's voice was heard and skills were put to their best purpose.
- Worked to improve the society's reputation and we were awarded "Society of the Year" in 2012.

Director **2012-2013**

- Creative responsibility for the production. Leading rehearsals, designing sets and editing scripts.
- Practical tasks such as managing a thousand-seat venue, working closely with technicians and coordinating the stage managers to ensure the show ran smoothly.

Producer **2011**

- Responsible for the organisation of rehearsals, props, costumes, advertising and managing a tight budget.

Press and Publicity Officer **2011-2012**

- Organised the design, printing and distribution of posters & thought of innovative new ways to advertise.
- Liaised with the campus media to arrange interviews to publicise shows on campus and contributed to website content. I was very organised and maintained good communication with my colleague so that tasks were shared efficiently between us. In this capacity I also helped organise fundraising for the society.

Producer, Dead Duck Productions (Edinburgh Fringe Festival) **August 2012**

- Pre-festival preparation work to book the venue, accommodation and plan marketing strategies and budgets for a comedy troupe performing at the Edinburgh Fringe. Worked to tight deadlines.
- Organised timetables for rehearsals and poster distribution and liaised with the venue and festival staff. This required excellent organisational and IT skills, which I developed further with this task.

Customer Service Assistant, Fair Traders Cooperative **May 2010 – December 2011**

- Part of my role made me responsible for managing the volunteers who worked during my shifts.
- Helped organise promotional events such as a Tropical Tea Party to raise funds for banana farmers.
- I gained experience in the importance of good customer service and the ability to communicate. I was given a variety of administrative tasks and developed a good telephone manner, operated a till and checked stock.

Festival Steward

Shepley Spring Festival May 2009, May 2010. Shrewsbury Folk Festival, August 2012

- Worked on various shifts and tasks responding to the needs of festival goers and the volunteer coordinators.
- I interacted daily with the public and artists and further developed my good skills in customer care.

Venue Assistant, Hepworth Live **2009-Present**

Box office sales, publicity and artist reception work at Hepworth Live, a local concert venue.

- Helped during the Holmfirth Arts Festival when Hepworth Live collaborated to organise a folk event as part of the larger festival. I helped with poster design, setting up the venue, ticket sales, administration, general hospitality and was able to sell CDs for the artists.

EDUCATION AND QUALIFICATIONS

University of York (2010-2013)

English and History (BA) (2:1)

Greenhead College, Huddersfield, West Yorkshire (2007-2009)

A levels: English Literature A, French A, Medieval History A, General Studies A.

Advanced Extension Award in English (2009): Distinction.

AS Levels: Government and Politics A

Holmfirth High School, Holmfirth, West Yorkshire (2002-2007)

11 GCSEs: 4 at A* grade, 6 at A grade and 1 B grade. (Including A in Maths and English)

Other Qualifications and Achievements

Conflict Management Training (Aug 2013)

Food Hygiene Certificate Level 2 (June 2011)

Coopers Barista Training (June 2010)

Flute and Piano (Practical and Theory) Grade 5

REFERENCES

Rachel Feldberg

Director, Ilkley Literature Festival

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