

Kayleigh Mills - Senior Researcher

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KEY SKILLS

- Fluent in Spanish
- Casting and working with difficult and sensitive contributors
- Strong research, admin and organisational skills
- Working closely with talent
- Leading a team
- Experienced working on location and in studio
- Confident second camera: Canon 105/305
- Full clean driving licence
- DBS checked
- Health and Safety trained (1st Option) and QA Level 2 Award in Emergency First Aid at Work (QCF)

EMPLOYMENT HISTORY

Finders Keepers (w/t) | Shine TV for Channel 4 (Pilot) | Assistant Producer (July 2016)

- **MULTITASKING:** Created backstory and scripts for editorial, set up tracking equipment, researched locations, kept live logs during filming, looked after talent and contributors, dealt with complaints from members of the public and assisted Executive Producers during shoot.

Production Executive: Katy Wislocki

Executive Producer: Tim Whitwell

Hunted | Shine TV for Channel 4 (Series 2) | Lead Researcher (March 2016 – July 2016)

- **HEADING UP A TEAM:** Helped to implement and perfect systems to ensure the programme's TVC mechanism worked efficiently and effectively. Trained other researchers on these systems, including the team in America, and demonstrated and explained processes to visiting executives from other countries within the Endemol Shine group so that they could be replicated for international versions of the programme.
- **DATA ENTRY:** Entered highly-sensitive data into spreadsheets to replicate databases of the state (such as the DVLA and phone records), requiring an exceptional level of attention to detail.
- **CALM UNDER PRESSURE:** Prioritised tasks and kept a cool head during difficult and stressful moments.
- **CONFIDENTIALITY:** Exercised discretion in my communications to other members of the team, both cast and crew, due to being one of the few people to know where both hunters and fugitives were at all times.

Line Producer: Nina Richards

Executive Producer: Matt Bennett

The Celebrity Island with Bear Grylls | Shine TV for Channel 4 (Series 1) | Researcher (January 2016 – March 2016)

- **PROBLEM-SOLVING:** Organised logistics, scheduled last-minute transfers for Bear and solved various problems on location in Panama by communicating with locals to enlist their help and by being responsible for emergency communications.
- **TALENT MANAGEMENT:** Maintained close contact with Bear to relay messages between him and the Series Director, helped to keep the celebrity cast on schedule and assisted the P/D on backstory shoots.
- **LOGGING (ON LOCATION):** Logged multi-camera rushes on Avid, made editorial notes for executives and character arc documents for the edit whilst out in Panama.

Series Editor: Sam Simon

Executive Producer: Karen Hudson

Old School with the Hairy Bikers | Maverick TV for BBC 2 (Series 1) | Researcher (June 2015 – December 2015)

- **STREET CASTING:** Cast both pensioners and teenagers aged between 13 and 17 for this documentary on intergenerational learning as part of a very small team.
- **ORGANISATION:** Set up shoots, planned large-scale events, gained locations and materials clearances, sourced props, wrote schedules, checked risk assessments, controlled floats, administered petty cash, oversaw completion of contributor DBS checks and wrote bids for funding from the local government.
- **CONTRIBUTOR/TALENT CARE:** Drove the Hairy Bikers to and from locations, and regularly drove both elderly contributors and pupils around. Acted as a main point of contact for the production and dealt with concerns, queries and complaints from contributors and members of the general public.
- **TECHNICAL:** Filmed interviews on an XF305, logged rushes, data wrangled and maintained the 'Diary Cam'.

Series Producer: Caroline Ross-Pirie

Executive Producer: Eve Kay

Hunted | Shine TV for Channel 4 (Series 1) | Junior Researcher (March 2015 – June 2015)

- **RESEARCH:** Created and maintained an Excel database of public space CCTV locations in the UK through issuing Freedom of Information requests to all county, district and borough councils.
- **ONLINE/PHONE CASTING:** Helped cast the hunter teams, including difficult contributors from ex-CIA, military and police, which involved cold calling organisations and approaching potential contributors online.
- **TECHNICAL (ON LOCATION):** Assisted the hunters and P/D on location; driving all over the UK, rigging Go-Pros, changing Micro SD/CF cards and camera/zaxcom batteries and using the boom mic.
- **ADMIN (ON LOCATION):** Ensured release forms were signed and logged, and created detailed story notes to facilitate the edit.

Series Producer: Tom Coveney

Executive Producer: Matt Bennett

The Island with Bear Grylls | Shine TV for Channel 4 (Series 2) | Logger (January 2015 – February 2015)

- **IT SKILLS:** Logged rushes using Avid, located sync in OOV and created a master log of Bear's PTDs.
- **FACT-CHECKING:** Watched sequences to ensure chronological accuracy and researched facts for voiceovers.

Series Producer: Joanne Timoney

Executive Producer: Ben Mitchell

The Island with Bear Grylls | Shine TV for Channel 4 (Series 2) | Spanish-Speaking Production Runner (August 2014 – December 2014)

- **CRISIS MANAGEMENT:** Escorted cast and crew to the capital city after accidents to be their main point of contact and translator. This involved accompanying them as they were airlifted and liaising with the medical teams to ensure that the best care was given. I also filmed the process for use in the series' final episode: "Surviving the Island".
- **MONEY-HANDLING:** Responsible for large sums of money, both in cash and on credit card, to purchase equipment and co-ordinate delivery in the UK and on location.
- **CASTING TOUR:** Helped to assess contributors' suitability for the programme, during a nationwide casting process and assisted with shooting backstories.

Series Producer: Sam Simon

Executive Producer: Ben Mitchell

OTHER RUNNER WORK INCLUDES:

- **The Voice | Wall to Wall (Series 4) | Location Day Runner** (July 2014)
- **Mastermind | BBC (Series 12) | Green Room Runner** (June 2014 – July 2014)
- **The Edge | BBC (Series 1) | Castings Runner** (June 2014)
- **The X Factor | Thames (Series 11) | Location Day Runner** (May 2014)
- **Dragons' Den | BBC (Series 12) | Studio Runner** (January 2014 – May 2014)
- **Equinox / Velvet Film Productions (In house) | Office Runner** (October 2013 – January 2014)

COURSES

- *Attended a Diversity in Casting Masterclass in July 2016*
- *Chosen for 'The Network' as part of the Guardian International Television Festival in August 2014, for talented new entrants to TV production.*
- *Completed all the BBC's mandatory courses including Production Safety, Safety at Work, Display Screen Equipment, Trust Dilemmas in TV, Legal, Data Protection and Anti-Bribery.*
- *Gained a 100% pass mark in Online Risk Awareness training*
- *Completed the BBC's "Working with Children" online course*
- *QA Level 2 Award in Emergency First Aid at Work (QCF) - valid until 09 March 2018*

EDUCATION

MA Hons Spanish (With Integrated Year Abroad)

First Class Honours – University of St. Andrews (September 2005 – June 2010)

Placed on the Dean's List of Merit for outstanding exam results in the final semester

REFERENCES

Tim Whitwell (Creative Director – Shine TV) – *Contact details available on request*

Caroline Ross-Pirie (Series Producer – Old School) – *Contact details available on request*