

# Laura Timms

Runner/ Production Assistant  
Manchester/ London based

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Experienced working on location, in a production office, and at a festival, I am used to providing a high level of organisation and admin skills under the pressure of working to tight deadlines. It is my evident passion for moving images which drives me in my career.

## Skills

- Full and clean driving license
- Strong research skills and I am able to present in an organised and succinct manner.
- BBC Mandatory Training including working with Children Training
- DBS Checked (2013)
- Can confidently use Roxio Creator and MPEG Streamclip
- Confident with Microsoft Office programmes such as Excel
- Basic editing with Final Cut Pro and Camerawork (Sony Z1E)
- Minute taking
- Script and book report writing

## Relevant Experience

### BBC Drama London

**BBC**  
**Office Runner** April 2014-Present

- Arranging meetings and booking travel and hotels
- Booking couriers and coordinating deliveries
- Running on castings and dealing with talent/ writers
- Filling in as a cover PA to the Executive Producers and managing their diaries
- Researching for the Script Editors- at times I have been dealing with sensitive and confidential information
- Ensuring the smooth running of the office, from ordering office supplies to making sure that the equipment is in running order
- Compiling data of monthly audience viewing figures for departmental meetings
- Supporting the Online Producer by going out and filming interviews with the cast and producers. I helped set up the equipment then conducted the interview.
- Occasionally supporting production teams to collate their paperwork
- Supporting the Development team by submitting book and script reports

### One Child

**BBC**  
June 2014 (Shadowing)

- Shadowing the AD team on location. Supporting by looking after SAs (eg. getting them through hair and make up), and blocking off the set as we were working in location that was open to the public. I also experienced working in a team where a some of the talent and and SAs spoke a different language (Cantonese).

### Our Gay Wedding: The Musical

**Wingspan Productions**  
**Runner** March 2014 (Dailies)

- General Runner duties supporting the smooth running of the rehearsal and wedding.
- Looking after the needs of the quintet and two choirs. Collecting one choir (over 100 members strong) from across London, and making sure that they got to the rehearsal and performance on time.

### Tonight 'Kids and Alcohol'

**ITV**  
**Runner** February 2014 (Dailies)

- Couriering important packages from Liverpool to London, making sure that they arrived on time and were kept in the correct conditions.
- Very early start.

### The Violators

**Red Union Films**  
February 2014 (Shadowing)

- Shadowing the 1st Assistant Director on a feature film.
- Looking after S/As for a club scene in very hot conditions.
- Taking photos of potential locations for the Director.
- Helping with general Runner duties such as shop runs and lunch runs.

### Blue Peter

**CBBC**  
**Correspondence Assistant**  
August- December 2013

- Providing a high level of secretarial and administrative support to deal with mail correspondence from the Blue Peter audience in a timely and efficient manner.
- Working on high profile campaigns such as the limited edition Sport Badge, Get Spotted for Children in Need and the Doctor Who competition.
- Supporting studio team during the Children in Need Live Spectacular Spot Show and the Christmas Carol Show.

### Dickinson's Real Deal

**RDF Television West**  
**Runner** October- November 2013  
(Dailies)

- Stewarding the public and being their point of contact.
- Assisting crew by providing hospitality, finding background contributors, and making sure that antiques were on set for filming and then locked safely away.

**The Network**  
**Edinburgh International**  
**Television Festival**  
*August 2013*

- I was in the final 60, chosen from over 2000 applicants for The Network
- I was part of the Researchers Workshop where I worked in a small team with the Producers of Million Pound Drop to create a live 15 minute version of the show for The Network LIVE!
- Tasks included: question writing, scripting the show and casting contestants.

**BBC Production Talent Pool**  
**BBC**  
*2013-2014*

- After many rounds of assessments I was chosen as one of the 'PTP2013'. Over 4000 people applied and only just over 100 got in
- I was part of the pool in Salford and as part of this I have completed all of the mandatory BBC training.

**Utopia**  
**Kudos Productions**  
**Runner**  
*July 2012 (Work Experience)*  
**Art Department Assistant**  
*October 2012 (Dailies)*

- Working and supporting the Assistant Directors and Floor Runner on location and performing general Runner duties.
- Building props and dressing a large set on Utopia

**Volunteering**

**Guardian Edinburgh International Television Festival** August 2014

- I was the Office Steward working in the festival office in Edinburgh. There I helped with general office duties such as answering the telephone and running out to get props/ supplies for the office or Session Producers.
- My main responsibility was ensuring that all the panelists and talent signed the release forms, job that required a high level of organisation.

**BBC Writers Room- TV Drama Festival**

- Stewarding and supporting the Writers Room team with the smooth running of the festival.
- Packing the delegate packs.

**BBC- Radio 4 Front Row 'Neon Switch On'** December 2013

- Stewarding at the event where Victoria Wood switched on her neon artwork.

**BBC- Children In Need (Outside Broadcast Manchester)** November 2013

- Greeting and signing in guests on the front desk as well as stewarding.

**Education and Qualifications**

**Liverpool John Moores University** 2009-2012

BA (Hons) Film Studies (Joint Honours with Creative Writing for first two years), *Upper Second Class Honours*

**Sale Grammar Sixth Form** 2007-2009

A Levels: English Literature A, Psychology B, Media Studies A

**Employment History**

**Topshop** August 2011-Present

- Effectively prioritising tasks and being flexible to meet ever-changing demands
- Managing and communicating with a team
- Compiling spreadsheets of trend and department sales reports
- Providing a high level of customer service and being aware of representing a brand

**Reference**

Available on Request