

GHISLAINE VAN CAUWELAERT
Production Assistant/ Junior Researcher

About me...

I am a smart, outgoing self starter with experience in both Production Management and Editorial. Practical and focused, I have strong organisational and planning skills and can handle a multitude of tasks, under high pressure situations. I am able to charm and get the best out of people: courteous yet tenacious. Combining these skills, I want to now focus on programme making - using my creativity - with the goal of becoming a Researcher within Entertainment.

Skills and competencies...

- **Research** – Fact finding – casting - researching contributors, locations and archive. Dealing with talent, presenters and contributors. Studio and location experience. Effective team work
- **Production Management** – Problem solving, managing budgets, set up for UK and international shoots - I can deliver successful outcomes to tight deadlines - with a track record of organising large scale events and complicated production schedules
- **BBC Courses** – Archive, Surviving Copyright and Clearance Course, Research for Television, Introduction to Script Editing, Safe Management of Productions, Health and Safety, Working with Children, Data Protection, Post Production A-Z, Anti-Bribery, Safeguarding Trust, 90 second Challenge (camera and editing)
- **Key strengths** – Confident, positive and personable with boundless energy. Good at thinking on my feet and working with peoples and ideas. Excellent communicator – written and oral.

Employment...

Production Management Assistant, *Deadly 60* , BBC Bristol Natural History Unit 06/13 - 08/13

- Foreign filming experience, dealing with permits, visas, fixers, carnets and all location needs - knowledge of all insurance and H&S implications
- Managed budget and logistics – UK and international
- Booked in tech reviews and deliverables following review

Production Management Assistant, *Flog It!* BBC Bristol 10/12– 05/13

- Responsible for the production management of a multi-camera, high profile production - managed team budgets of £25k for each location – forecasting and recording all spending
- Extensive logistics; managing a crew of 50+ whilst on location - recced and set up shoots - created detailed call sheets, booked crew, kit, accommodation, parking, catering
- Responsible for talent and contributors on location
- Fact finding – telephone and internet research for items and contributors
- Edit support – obtaining and clearing stills, music and clips. Archive research
- Post Production Paperwork – PAC's for archive
- Managed new Runners on shoots and in the office

Production Management Assistant, *Wanted Down Under*, BBC Bristol 01/12 – 09/12

- Researched family locations – spoke to contributors daily, building profiles for family specifics to pass on to the researchers to develop their stories
- Liaised with Fixers – dealt with immigration officers setting up carnets for OZ and NZ
- Managed budget and logistics - UK and international

PA and Project Coordinator to MD, BBC Worldwide, London 01/10 – 07/11

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PA to Creative director, Notorious, London

09/09 – 12/09

Production Assistant, BBC Comedy and Entertainment

09/07 – 09/09

Office, studio and location experience on **Jam and Jerusalem, Miranda Hart** and **Comedy Shuffle**

- Researched stills, music and TV footage and compiled clips for tour
- Found and cast contributors and performers, using various forms of research material
- Researched locations, created call sheets, booked crew, studio and location shoots
- Script reports, script sub editing – script development
- Organised screenings, read-through's, work-shops and castings
- Main point of contact for talent, agents, writers and producers
- Set up Comedy Book Unit – obtained rights for potential TV adaptation
- Talent Assistant – BBC Comedy Presents – gigs across the country and Edinburgh Fringe
- Diary management - managed schedules; logistical planning

Runner/Production Assistant, CBBC, London

04/07 – 07/07

- Provided support to studio teams; hiring and returning kit, sourcing props and costumes, getting clearance forms
- Created call sheets and booked crews, worked on location, organized transport to and from locations managed float, ensured all release forms were signed

Junior Casting Researcher, RDF Media, London

10/06 – 12/06

Programmes included -

Wife Swap, Anthea Turner's Perfect Housewife, Scrap Heap Challenge, Eating with the Enemy

- Researched and interviewed contributors on the phone; went on reees to find contributors. Contacted local radio stations and the press to place adverts for contestants. Kept a detailed log for all contributors found – added to casting database to book where most appropriate. Most importantly managing and building relationships of trust with contributors

Runner/Production Assistant, Target Entertainment, London

09/04 – 11 /06

Programmes included -

Ant and Dec's Alien Autopsy, Test Drive my Girlfriend, Infidelity, Perseverance, Celebrities Exposed: Hollywood Rumours

- Researched stories and talent – booked and managed casting schedule. Contributor finding, set up and maintained contributor log. Checked VO scripts. Organised expenses and travel. Sourced props, costumes, liaised with extras, helped set up location shoots. Looked after talent and contributors. Studio experience at Fountain, Ealing and Wembley Studios.

Travelling...

Saving for a period, then travelling-across South East Asia and Australia

2000 - 2004

Education...

BA (hons.) Media Studies and Sociology 2:1, University College of St. Mark and St. John, Plymouth

1997 - 2000

Interests...

I have a keen interest in literature, the arts, fashion and music. I love cycling and swimming.

References...

Available on request.