

# SOL HARRIS

Manchester-based production assistant

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## Experience:

Production	Company	Role	Duties	Date
<b>Citizen Khan</b> Studio sitcom	BBC	Runner	<ul style="list-style-type: none"> <li>▪ General runner duties on both location and studio shoots, as well as rehearsals</li> <li>▪ Assisting with the organisation of supporting artists during the shoot</li> </ul>	Aug 2014 – Sep 2014
<b>Gold Rush</b> Observational documentary series	Raw	Logger	<ul style="list-style-type: none"> <li>▪ Logging (FORscene)</li> </ul>	Sep 2014
<b>Springwatch: Unsprung</b> Live, studio-based series	BBC	Production Management Assistant	<ul style="list-style-type: none"> <li>▪ Sourcing, liaising with and managing members of audience</li> <li>▪ Liaising with and sourcing accommodation and transport for guests</li> <li>▪ Assisting with day-to-day production through things such as clearing music, sourcing props and finding UGC on social media channels</li> </ul>	May 2014 – Jun 2014
<b>Marrying Mum and Dad</b> Children's observational documentary series	CBBC	Production Management Assistant	<ul style="list-style-type: none"> <li>▪ Managing card-flow</li> <li>▪ Maintaining documents and schedules for use in the production and edit</li> <li>▪ Researching and booking contributors, travel and venues</li> <li>▪ Obtaining filming licenses for children</li> <li>▪ Acting as a point of contact between contributors and the production</li> <li>▪ Clearing music for use in the edit</li> </ul>	Feb 2014 – May 2014
<b>Junior Paramedics: Your Life in Their Hands</b> Observational documentary series	BBC3	Runner	<ul style="list-style-type: none"> <li>▪ Logging (FORscene)</li> <li>▪ Ingesting, organising and sorting data cards</li> </ul>	Dec 2013 – Jan 2014
<b>Invasion of the Job Snatchers</b> Observational documentary series	BBC3	Runner	<ul style="list-style-type: none"> <li>▪ Logging (FORscene)</li> <li>▪ Maintaining documents for use in the edit, as well as finding specific footage for editors</li> </ul>	Oct 2013 – Nov 2013
<b>Greggs: More than Meats the Pie</b> Observational documentary series	Sky1	Production Assistant	<ul style="list-style-type: none"> <li>▪ Driving the crew and equipment to location</li> <li>▪ Maintaining paperwork and schedules</li> <li>▪ Looking after contributors</li> <li>▪ Filming GVs, for use in the show, when the PD was busy prepping contributors for interviews, using the Canon XF305</li> </ul>	Sep 2012 – Feb 2013

			<ul style="list-style-type: none"> <li>▪ Assisting with the development of storylines</li> <li>▪ Logging footage using CatDV software</li> </ul>	
<b>Curiosity</b> Documentary series	Discovery	Logger		Sep 2012
<b>Young and Married</b> Observational documentary series	MTV	Production Assistant	<ul style="list-style-type: none"> <li>▪ Maintaining the tape flow and relevant paperwork, ensuring that footage was ingested</li> <li>▪ Overseeing the logging team</li> <li>▪ Obtaining documentation, such as consent forms, from various contributors</li> </ul>	May – Sep 2012
<b>Mentorn Media</b> Production company	Various	Runner	<ul style="list-style-type: none"> <li>▪ Handling paperwork and schedules</li> <li>▪ Liaising with contributors</li> <li>▪ Assisting with equipment by setting up lights, handling radio mics and boom-operating</li> <li>▪ Filming a small amount of footage for use in various pilots, using the Canon XF305</li> <li>▪ Researcher duties, including finding footage for use in the pitch for a new series of the series <i>World's Scariest</i> for Channel 5 and putting together the pitch, for use by Neil Grant, of a documentary series about travelling the world via trains</li> <li>▪ Assisting with the casting of pilots through various means, including online casting-calls and street-casting in bars and clubs</li> </ul>	May 2012

### Education:

**2008 - 2011:** Film & Moving Image Production  
The Northern Film School  
- Leeds Metropolitan University, Leeds  
**2:1 Bachelor's Degree**

**2006 - 2008:** Lymm High School, Warrington  
A Levels:  
Media Studies - **A**, Drama - **B**, Product Design - **C**  
Psychology - **B (AS Level)**

**2001 - 2006,** 10 GCSEs: **A\* - C**

### Awards:

- NaSTA Award for '**Best Animation**', **2011**  
Awarded by the National Student Television Association for "Animation Fun-Pak"
- Leeds Metropolitan Student Participation Award for '**Best Diversity Campaign**', **2011**  
Awarded to MetTV committee
- Leeds Metropolitan Student Participation Award for '**Best Live Coverage**', **2011**  
Awarded to crew of MetTV "Election Night" broadcast.

### Other Skills:

- Talent for creating Flash, hand-drawn and stop-start animation
- Skilled with Photoshop, Microsoft Office, Avid, Final Cut, CatDV and FORscene software
- Self-shooting - experienced with the Canon XF305 and Canon 5D
- Full, clean driving license
- Completed standard BBC training courses including those relevant to working with children

**References available on request**