

**Kathryn Shrubb**  
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**D.O.B: 24/11/1988**  
**Enthusiastic, committed, focused, and reliable.**

Full driving licence since 2006  
First Aid training valid until 2015 – St John's Ambulance  
American Work Visa  
Fully competent with Final Draft.

### **Current Position**

BBC Production Trainee October 2012-April 2014

#### Placements:

BBC Drama - Script Researcher,  
**'Our World War'** 3 x 60' drama series for BBC 3 - A series chronicling the personal stories of soldiers and their experiences throughout World War I.

This role has been one of the most valuable and enjoyable jobs I have experienced. I have been able to become fully involved with story research and script development through each draft stage. This role has also allowed me to work very closely with the Producer, assisting her with not only script work but overall production duties. This has been extremely valuable for developing my skills and understanding.

Responsibilities have included:

- Story and fact research to support writer and development of script.
- Script amendments and proof reading.
- Writing the factual bible to assist cast and crew in their understanding of context and story arcs.
- Factual and story support on set.
- Working with cast and crew to help support their understanding of characters and story.
- Casting support and advice
- Continuity support on set
- Archive research
- As well as a range of other production tasks which I have assisted with as and when needed – for example location support, rehearsal organisation.

#### Previous Placements:

BBC Documentary Department – Researcher.

Productions:

**'Stacey Dooley In America' BBC3 2 x 60' documentary series**

For this series I have been the sole researcher for both of the films in this series. This role has provided me with the invaluable experience of travelling to America to assist with the filming.

Responsibilities have included:

- I am the sole UK based member of the team and main contact for contributors.
- Sourcing international contributors and developing on-going relationships prior to filming. This has required me not only to negotiate sensitive situations in order to ensure that all contributors are appropriate for the film but also are comfortable with participating and sharing intimate areas of their lives.
- Film structure and story development input, working with the series producer and director to develop the treatment for each of the films.
- Sourcing and negotiating access to locations in America such as hospitals, adoption agencies, abortion clinics and police and governmental departments.

- On location filming assistance including on the ground casting, Briefing Stacey as the presenter for each scene within the films, boom and sound operation.
- Statistical analysis and fact checking for both USA and the UK comparison. Both films required a lot of factual information to support the stories, it is vitally important these are correct in order to confirm our stories and present a true picture of the situations.
- International kit and equipment sourcing and organisation.

### **Hair, BBC 3 New format series**

This is a new BBC 3 series that involves a competition element. Each week amateur hairdressers complete various hairstyling complex tasks and are judged by top industry professionals.

Responsibilities have included:

- Script research and development
- Task development input and feasibility research
- Assistance with Contributor and model sourcing and support during filming days
- Responsibility for talent support on filming days.
- Floor management assistance

### **Development Department**

- Research into new programme ideas and subject areas
- Development of current subject areas up to commission stage
- Assisting in the writing of treatments
- Meeting potential contributors and research into their potential stories

### **Radio 4 Documentaries Department - Assistant Producer**

- Working on a range of one of radio 4 documentaries and long running documentary series, notable series for myself included The Zeitgeisters, The Long View, 1913 The Year Before, Meeting Myself Coming Back and Don't Log Off.
- Responsibilities included sourcing and booking suitable contributors including industry experts, actors and general public
- Conducting and recording interviews with contributors both in studio environment and on location.
- Negotiating location access to hold recordings and interviews both internationally and nationally
- Sourcing historical events, researching their heritage and finding their stories in order to have these commissioned for development of new documentary series.
- Script writing both for presenter led programmes and contributor led programmes.
- Producing presenters in their interviewing of contributors and their story telling

### **Last Word; Radio 4's live, weekly obituary documentary series – Assistant Producer**

- Deciding the contents of each week's show including the approach to each of the individual stories within the show
- Finding appropriate contributors to speak about the varying aspects of the chosen lives.
- Producing a number of the packages within each weeks show including sourcing contributors, interviewing contributors, editing the final interview, briefing the presenter, writing the script. Ensuring that each person's lives were told with honesty and sensitivity whilst still portraying the interesting story and contribution to society.
- Assisting with the live show ensuring all facts are correct, exact timings for each packages and the overall programme are strictly adhered to.

### **Dragons' Den Series 10 and 11, Dragons' Den Christmas Special 2012 – Researcher**

- Sourcing a wide variety of new businesses to appear on the new series, including finding and attending large business events to attract applications.
- Holding initial auditions with potential contestants to create a taster tape to present to the Series producer.

- Companies house, background checks and carrying out due diligence on each business to ensure their suitability for the series and legitimacy as a business.
- Preparing contestants for the Den, ensuring their pitch to the Dragons not only sells their business but their story is developed and unfolds throughout the pitch.
- Assisting with filming both in studio and on location.

### **Previous Employment**

**BBC Children's drama series 'The Dumping Ground'** June 2012 to October 2012;  
Production Secretary

During the course of this role, I was also able to shadow the series producer and assist the script supervisor.

**BBC Children's drama series: 'Wolfblood'** March 2012-June 2012 - Runner.

During the course of this role I was also given the opportunity to be 2<sup>nd</sup> Unit Script Supervisor

**Media19** -January 2011 to January 2012 -

Production Assistant developing into Junior Researcher

Performing a range of duties on a number of cross-platform projects and broadcast productions for Media19 both on location and in studio.

### **Education**

- University of Durham Sept 2007-July 2010  
Bachelor of Laws LLB Honours - 2:1 degree
- Whitley Bay High School 2005 – 2007  
4 As-Levels: A grade  
4 A-Levels: English Literature A, English Language A, History A, Biology B
- Monkseaton Community High School 2002 – 2005  
9 GCSE's: A\*- C grade

### **Additional skills**

- Advanced level of computer skills in programmes such as word, excel, publisher, outlook and a good level of experience with final cut pro.
- Completed a research for entertainment television course at Northern Film and Media.
- Completed a speech and drama course at the Central School of Speech and Drama, London.

### **Other Experience**

Secretary of Durham University Film Society: October 2007-July 2010

Responsibilities included:

- Running and organising the society, its weekly meetings and workshops, a range of projects including both commercial and private films and events
- Various roles within the production of the society's range of films including producer, production manager, runner and actor.
- Marketing and publicity, including organisation of premieres and film showcases

### **Work Placements**

Finborough Theatre - Production Internship: December 2010 – January 2011

Developing skills and knowledge in theatre production and general theatre management.

Roles included:

- Deputy stage manager for the running show, Graham Greene's 'The Potting Shed'
- Duty manager of the theatre during show performances
- Light and sound operator for 'The Potting Shed'

## **References**

Ms Sue Hardy, Producer, Hardy Films  
sue@hardypictures.com 07725 640507

Mrs Sarah Howie, Production Co-ordinator, BBC.  
[sarah.howie1@bbc.co.uk](mailto:sarah.howie1@bbc.co.uk), 07808177330

Miss Daisy Robertson, BBC Talent Manager, Documentary Department  
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