

Caitlin Lees - Massey

Runner/Junior Researcher



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📺 [Vimeo](#)

in [LinkedIn](#)

Hands-on and confident aspiring researcher with experience across office, studio and location both abroad and in the UK. Trained in a variety of tasks including working with contributors in sensitive environments and assisting with cameras and sound equipment. Confident seeing a project through from conception to release and excited for the next challenge.

SKILLS

- * Emergency First Aid Training
- * Full clean UK driving licence
- * Live and transcription logging; 80 wpm
- * Adobe Premier Pro and Final Cut Pro
- * Health & Safety and RAW training
- * Rig/derig sound and camera equipment
 - * Casting and release forms
 - * Floor and microphone logs
- * Chaperoning talent, extras; managing public
- * Creative writing and storyboards/timelines
 - * Social media publicity and campaigns
- * Coordinating; booking freelancers, kit and transport; compiling call sheets.

FREELANCE EXPERIENCE

Shooting P/D and script writer of documentary for Bayangol FC about the League and the team's charitable work, 2016

Shooting P/D of short film for the International Development Law Organisation in Mongolia, 2016

Director and producer of video book trailer, *Between the Shadow & the Soul* by Marguerite Valentine, 2014

Shooting director for and championship coverage for *Endurance Pro-Karting Race Series, 2014* and *Series Finale, 2015*

Script writer and producer of short educational animations for the 21st Century Learning Initiative, 2011-2014

EDUCATION

BA Film, Theatre and Television, 2.1
University of Reading, 2011 to 2014

REFERENCES AVAILABLE ON REQUEST

BROADCAST EXPERIENCE

Team Assistant/Researcher/Assistant Producer

TV9 (Mongolia) May – July 16. PM: Jamsran Suhe

* AP on short doc series about life in Mongolia both on location and in the studio; pitching projects and programme ideas; editing (Adobe Premier Pro); researching news and current affairs.

Team Assistant for BBC Three

BBC, Jan – April 16. PM: Fatima Sesay

* Researching locations, props and archive; kit and office management; sourcing locations; assisting on shoots and production co-ordinating; logging; rights reporting.

Production Runner on *Bear Grylls: Mission Survive Series 2*

ITV, Betty, Sep-Nov 15. Exec: Dave Harrison

* Sourcing props and locations; clips research; pre-production paperwork; logging; music clearance.

In-House Runner

Salt TV, June-July & Nov 15. MD: Fiona Harrington

* Pre-production paperwork; sourcing props; assisting on location

Auditions Runner on *Britain's Got Talent*

ITV, Talkback Thames (Freemantle Media) Nov 14 & Nov 15

* Looking after contestants; helping de-rig the site, assisting judges in audition rooms.

Floor and Gallery Runner on *24 Hours in Police Custody*

Channel 4, Garden Productions, July-Sep 15. Exec: Hamo Forsyth

* Hospitality; driving and assisting crews on location; data wrangling; stepping in to cover Floor AP and Researcher shifts.

Logger on *Hunted*

Channel 4, Shine TV, May-June 15. Exec: Tim Whitwell

* Logging in the edit; assisting editors with storyboarding and timelines

Location Runner on *All Aboard! The Canal Trip*

BBC Four, The Garden Productions, April 15. Exec: Clare Paterson

* Helping crew on location; locking off tow path; chaperoning public

Logger on *Piers Morgan's Life Stories Series 13*

ITV, Shiver, March-April 15. Exec: Jeremy Phillips

* Fast and accurate transcription logging for use in the edit

Live Logger on *Celebrity Big Brother 2015*

Channel 5, Initial/Endemol Dec 14 – Feb 15. Exec: Allison Grodner

* Live logging - looking out for key moments & unacceptable behaviour

Intern for BBC Films

BBC, Sep 14. Head of Film: Christine Langan

* Greeting guests and setting up meetings; reviewing scripts and films