

**Rachel Forrester**

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**Junior Researcher**

Full UK driving licence

BA Hons in Television and Studio Production (Graduated June 2015)

**Skills**

- Writing celebrity bios
- Researching cars & various items for shows.
- Buying production equipment.
- Confident with talent, audiences & public.
- Good with sensitive contributors.
- Frequently in charge of comms/radios.
- Researching foreign locations.
- Experience in studio, location and office roles.
- Confident driver, driven all over the world.
- Release forms, cash floats, credit card logs & rushes.
- Some data wrangling experience.
- Calling contributors & booking travel.

(Currently all runner credits)

| <b>Show</b>  | <b>Dates</b>              | <b>Responsibilities</b>   |
|--|---------------------------|---|
| <b>Top Gear</b><br><i>BBC</i>                                | Sept 16 – Apr 17          | - Asked back to Top Gear for the new series. Resumed work in office, on location and studio & track.<br>- Assisted on most shoots across the UK, USA and Europe.<br>- Researched foreign locations, equipment for shoots, celebrity guest bios. Plus most skills mentioned above. |
| <b>National Lottery Awards</b><br><i>BBC</i>                 | August-Sept 16            | - Assisting a small researcher/PD team on shoot.<br>- Writing contrib bios, data wrangling,<br>- Look after talent before and during studio record.   |
| <b>Top Gear</b><br><i>BBC</i>                                | April-July 16             | - Looked after crew, presenters and talent on location and in studio recordings. Buying props, prepping for shoots.   |
| <b>Everest Mountain Rescue</b><br><i>Betty for Discovery</i> | March 16                  | - Buying & freighting supplies for 3 month expedition.<br>- Updating credit card and freight logs.  |
| <b>Big Red Box (Pilot)</b><br><i>Electric Ray for ITV</i>    | February 16               | - Chaperone contestants, release forms, flyering.<br>- Looking after talent, getting lunches.   |
| <b>The Undateables</b><br><i>Betty for Channel 4</i>         | January 16<br>October 15  | - Location: release forms, logging, care of sensitive contributors, driving, lunches.<br>- Office: Sorting applications, calling potential contributors.  |
| <b>QVC UK</b>  | August -Sept 15           | - Floor managed 1 hour shows in beauty, fashion & jewellery.<br>- Change on/off items live on air, direct models & presenters.<br>- Liaise between directors, presenters and guests.  |
| <b>X Factor</b><br><i>Fremantle for ITV</i>                  | June/July 15<br>April 15  | - Registering & directing contestants. Checking ID, release forms, taking photos for profiles.<br>- Monitoring audition rooms.  |
| <b>Britain's Got Talent</b><br><i>Thames TV for ITV</i>      | Nov/Dec 14<br>October 14  | - Registration team, release forms, ID checks, crowd control and directing public.  |
| <b>Flog It!</b><br><i>BBC</i>                                | November 14               | - Welcoming and directing public. Handling and wrapping antiques for auction.   |
| <b>Children in Need</b><br><i>BBC</i>                        | November 14               | - Self-shot local fundraising events.   |
| <b>Emmerdale</b><br><i>ITV</i>                               | January 14                | - Assisting script supervisor & relay amendments to crew.<br>- Assisting 3 <sup>rd</sup> AD on set with extras, props and script.   |
| <b>This Morning</b><br><i>ITV</i>                            | July 13                   | - Assisted running the green room, buying lunches, looking after contributors. Location shoot with the features team.   |
| <b>Mean Girls (Pilot)</b><br><i>ITV</i>                      | January 13<br>December 12 | - Helped cast contributors, book locations and buy props.<br>- Returned for hidden camera taster tape filming.  |
| <b>Southcliffe</b><br><i>Warp Films for Channel 4</i>        | October 12                | - Locking off location, travelling actors to set, lunches for crew.   |