

GIORGIA SMITH

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I consent to you keeping my details on file and distributing for employment purposes.

I've a good eye for a strong story and fantastic contributors. I'm unflappable in pressured situations, not afraid to get my hands dirty when required and always come with a sense of humour.

EMPLOYMENT HISTORY

The Great Christmas Bake Off (September 2018)

Story Researcher – Love Productions for Channel 4

- Being the main point of contact for the bakers in the lead up to filming and creating thorough bios about each of them.
- Live logging footage during filming.
- Assisting the Story Producer's during contributor interviews.
- Writing up all the story notes and creating a comprehensive edit pack.

Nadiya's Big Celebration (w/t) (August 2018)

Researcher – Hungry Gap Productions for BBC 2

- Casting amateur bakers and cooks using various social media platforms and outreach.
- Casting charities via phone, email and Skype.
- Contacting high profile bakers and chefs about availability and having several initial casting chats about featuring them on the show.
- Writing very detailed bios for each potential contributor for the Series Producer to use when pitching to the commissioner.

The Great British Bake Off (April 2018 – July 2018)

Story Researcher – Love Productions for Channel 4

- Working very closely with the Story Producers on location to live log footage and feed back to them any key moments.
- Taking notes during contributor interviews and chaperoning contributors to and from the green room.
- Writing really detailed notes after every filming day for the edit to use.
- Creating a comprehensive overview document ahead of each filming day for the Director and other members of the gallery.
- Assisting Producer's whilst filming contributor background story filming around the UK.
- Collating entertaining on and off screen moments during filming to feed back to the Extra Slice team.

Tipping Point (March 2018)

Researcher – RDF West for ITV

- Interviewing a high volume of applicants over the phone and inviting them to auditions.
- Calling successful contestants to ask for confidential information ahead of filming.
- Chaperoning contestants on filming days. This included helping the Assistant Producers with briefings and any necessary duties on the studio floor.

The Great British Bake Off (November 2017 – January 2018)

Researcher – Love Productions for Channel 4

- Touring around many UK cities doing outreach and street casting to find a high caliber of contributors for the next series.
- Liaising with community centres, shopping centers and event organisers to ask for permission to attend/visit.
- Having access to a highly confidential database of applicants and interviewing a very high volume of applicants via phone interviews.

Britain's Parking Hell (September – November 2017)

Researcher – Plimsoll Productions for Channel 5

- Researching parking news articles and statistics.
- Suggesting stories or people to film and contacting companies, charities, businesses and potential contributors.
- Calling and emailing a large number of UK councils and bailiff companies to try and gain access.
- Sourcing UGC and YouTube clips from contributors, companies and members of the public.
- Being in charge of casting a driving instructor and 15 drivers for a studio shoot and coordinating a day's filming in central London with 4 contributors.

Streetmate (August 2017)

Researcher – Tiger Aspect for Channel 4

- Casting contributors for dates and was responsible for finding date activities and locations.

- Obtaining release forms on location from members of the public and finding people for vox-pops.

Our First Gay Summer: Mykonos (May – July 2017)

Researcher - Plimsoll Productions for All4

- Casting very specific contributors for a new medium-form web series.
- Dealing with a very sensitive filming subject matter and offering support to the contributors.
- Working on location abroad for a month with a very small team.
- Second camera work and data wrangling.
- Liaised with, monitored and organised four lead contributors who were young and some had never been abroad before.
- Managing all of the release forms and crew float whilst on location.
- Finding locations and contributors from the local area for sequences.
- Driving crew and contributors to and from various locations.
- Contacting local business owners for activities and locations to film.
- Researching data, statistics and news articles for the edit.
- Supporting the production team with post-production paperwork.

Teach My Pet To Do That (January – April 2017)

Junior Researcher – Plimsoll Productions for ITV

- Casting over 30 contributors and their pets to a very specific brief, with a small team, on a tight budget and quick turn around.
- Working on location with a high volume of contributors and talent to ensure timely completion of the production schedule.
- Assisting with sound recording and focus pulling whilst on location.

Puppy Secrets: The First 6 Months (May – August 2016)

Production Assistant – Plimsoll Productions for ITV

- Assisting the Series Producer on location with master interviews, press photographs and production paperwork.
- Helping the Production Manager with post-production paperwork.

Executive Assistant – Plimsoll Productions (July 2015 – May 2016)

- Offering senior level comprehensive support and diary management to the CEO, Managing Director, Head of Production, Head of Daytime and Head of Development.
- Coordinating internal/external meetings and provided subsequent travel arrangements.
- Handling confidential documentation and maintained confidentiality when dealing with sensitive client information.
- Planning and managing international travel for events and meetings.
- Providing event management for whole company events.

Predators Up Close with Joel Lambert (May – July 2015)

Logger & Production Assistant – Plimsoll Productions for Discovery UK

- Logging Natural History footage from previous shoots.
- Helping the production team on location with assembling a perspex hide and helped pack it ready to travel to South Africa and Svalbard.
- Supporting the Production Coordinator with tasks including the sourcing and purchasing of large quantities of materials required for a foreign shoot.

One Born Every Minute (April 2015)

Logger – Dragonfly for Channel 4

- Transcribing interviews of midwives, families and hospital staff.

Big Brother (February 2015)

Runner – Endemol for Channel 5

- Chaperoning potential contributors during auditions and sitting in on the Diary Room interviews.
- Helping the production team wherever possible to make sure the audition process ran smoothly.

The Hollow Crown / Richard III: The Wars of the Roses (October 2014)

Runner – BBC Two

- Chaperoning high profile talent, principle and supporting acts, to and from set.
- Doing location lock-offs during filming and managing members of the public.

The Hotel (July – September 2014)

Runner – Dragonfly for Channel 4

- Assigned to work on the floor and dealt directly with members of the public and contributors including the administration of their release forms.
- Assisting with street casting.
- Sourcing local animals for an event.
- Monitoring camera focus during interviews and doing boom work for off-rig filming.
- Preparing the edit paperwork including Excel spreadsheets of royalty free music and filing release forms.

Broadcast Experience

BBC News Points West Bristol (December 2013)

Work Experience

- Researching breaking stories and selecting ones of interest to inform the team about.
- Checking scripts before they were broadcast for spelling or grammatical errors.
- Doing vox pops of Christmas shoppers in central Bristol for BBC Breakfast.

Education

2011 – 2014 Plymouth University (BA Hons Theatre & Performance)

2003 – 2010 Prior Park College, Bath