

Current Position as Runner / Junior Researcher

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Personal Profile

A highly passionate and self motivated team member; fantastic at communicating between production teams, clients and talent. I consistently receive positive feedback on my discipline, assertiveness and adaptability. I have a track record of operating with a high level of organisational skills; demonstrated by being invited back as a paid member of the team by the Production Coordinator following my work experience for BBC FOUR's BAFTA award winning first series comedy 'The Detectorists' directed by Mackenzie Crook and returning as a floor runner for the second series. Recently I completed a contract with Studio Lambert on a new TV series for E4 where I was the main point of contact for the talent and contributors whilst in the studio. I am keen to explore career interests in production so that I can further develop and use my skills to progress in the industry.

Relevant Experience

<p>4th April 2016 – 10th June 2016: Junior Casting Researcher, Junior Shooting Researcher and Contributor and Talent Liaison for Studio Lambert on "Body Fixers" Series 1, E4</p>	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Researching and contacting companies and universities for potential contributors • Researching locations for back story shoots • Helping the PD on back story shoots with carrying equipment and collecting completed contributor and location forms • Looking after contributors and talent in the studio and getting their paperwork filled out • Using foresight to set up the various beauty areas in the studio ready for treatments and filming • Reconciling Float <p>Key Successes:</p> <ul style="list-style-type: none"> • Completing three different roles • Getting positive feedback from contributors • Setting up locations for back stories
<p>22nd February 2016 – 18th March 2016: Production Runner for Studio Lambert on "Naked Attraction" Series 1, Channel 4</p>	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Completing background checks on Factiva and Google for potential contributors to the show • Communicating with contributors of the show about their back story shoots • Supporting the PD's with research and shooting back stories • Looking after the extras on the 'date' shoots and getting the required paperwork filled out • Transporting the rushes to studio every day after 'date' shoots • Booking taxis for contributors <p>Key Successes:</p> <ul style="list-style-type: none"> • Contract extended by 1 week • Completing numerous background checks • Successfully finding locations for back story shoots • Successfully transporting the rushes safely
<p>11th January 2016 – 12th February 2016: Casting Runner for Betty on "Obsessive Compulsive Cleaners" Series 4, Channel 4</p>	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Visited towns and cities around the country to locate possible contributors for the show • Conducted reces at potential houses <p>Key Successes:</p> <ul style="list-style-type: none"> • Recruited viable candidates to take part in the series • Contract was extended by 2 weeks
<p>27th November 2015 – 18th December 2015: Floor Runner for Sid Gentle Films Ltd on "Nail Gaiman's Likely Stories", Sky Arts</p>	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Locking off at locations • Responsible for supplying refreshments on location for cast and crew • Using my initiative to assist the AD team • Artiste management • Cueing artistes and supporting artistes <p>Key Successes:</p> <ul style="list-style-type: none"> • Responsible for cash float • Successful locking off which contributed to the smooth running of the shoots
<p>20th – 26th November 2015: Junior Researcher for Studio Lambert on "Sandy & Sandra: Straight</p>	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Driving to the Lake district and transporting the crew and contributors to the different locations • Looking after the contributors • Responsible for cash float • Buying props for the shoot

Outta Brixton" Taster episode	<p>Key Successes:</p> <ul style="list-style-type: none"> • Returning a balanced cash float • Getting crew and contributors to the different locations on time
28th August 2015 – 21st September 2015: Production Runner for King Bert Productions on "Walliams & Friend", BBC 1	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Arranging transport for artistes to and from rehearsals • Supplying and responsible for read through and rehearsal refreshments and lunch • Researching potential props for rehearsals • Supporting the production team and AD team on a Location shoot, a pre record shoot and a live studio audience shoot • Assisting the production team with supplying the most up-to-date scripts to cast and writers <p>Key Successes:</p> <ul style="list-style-type: none"> • Successfully managed cash float • Punctual travel for artistes to and from rehearsals • Smooth running of the different shooting days
29th June 2015 – 8th August 2015: Floor Runner for Channel X on "The Detectorists" Series 2, BBC 4	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Locking off location contributing to the smooth running of the shoots • Responsible for refreshments on set locations for all cast and crew members • A fundamental member of the support system for the AD team • Artiste management • Cueing artistes and supporting artistes <p>Key Successes:</p> <ul style="list-style-type: none"> • Successfully assisting with getting cast into make up and costume and onto set for the correct time
February 2015 – June 2015 Logger for RAWTV on "Leepu and Pitbull" Season 1, The History Channel	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Responsible for reviewing raw material and logging key elements to allow effective post production editing <p>Key Successes:</p> <ul style="list-style-type: none"> • Efficiently logging over 100 hours to date of raw material.
June 2014 – October 2014: Logger for RAWTV on "Gold Rush" Season 5, Discovery	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Successfully summarising and logging raw film material. <p>Key Successes:</p> <ul style="list-style-type: none"> • Efficiently logged over 100 hours of raw material for use in Discovery's highest rated documentary
September 2014 – November 2014: In house/Studio Runner for Cactus TV on "Munch Box" Series 2, ITV and "Weekend" ITV	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Setting kitchen and games studio set during tight time windows between sets • Responsible for guest and talent management • Researching key props for use on the show • Key member of the production team providing daily duties completed by in house runners collaborating closely with other runners <p>Key Successes:</p> <ul style="list-style-type: none"> • Key member of the production team which delivered all content needed with short time frame • Originally cover work which progressed into extra days as runner

Education

September 2010 - 2014

University of Surrey - BA (Hons) Media Studies: 2:1

MADTV (Student run TV studio) - Deputy Technical Producer July 2011 – May 2012

2010

Bungay High School, Bungay, Suffolk

A Levels:

Media Studies – A (Awarded Media Studies Prize), Business Studies – B, Textiles – B

Driving: Full clean UK driving license held for 5 years

CRB Checked

First Aid Trained

References

Tom Hutchings (RAWTV and Studio Lambert)

Email Address: tomhutchings@mac.com

2008:

Bungay High School

13 GCSEs (A* - C)

including A* Media Studies

Christopher Jones (King Bert Productions and Channel X),

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