

- Casting high volumes of stand out contributors to tight deadlines
- Basic shooting abilities on Canon XF305 & Sony FS7
- Working with high profile talent and live show environments
- Hosting and shooting auditions for broadcast/casting tapes
- Clip/Archive researching and filtering UGC to standard guidelines
- Development pitching and treatment writing
- Working within sensitive environments such as schools & hospitals
- Sourcing and clearing music for broadcast
- Story producing on set and in interview and voiceover script writing
- Briefing and miking contributors under pressure
- Writing biogs and high volumes of skype auditions
- Assembling an edit/edit producing to a specified brief
- Managing edit ingests to a tight deadline
- Strong understanding of compliance and copyright
- Handling release forms & other required paperwork
- Editing abilities using Cinegy, FCPX & Photoshop
- Cutting a large volume of casting tapes using FCPX
- Investigative skills and intense background checking

Travelling across the world - - October 2019 - April 2020

Assistant Producer at Monkey Kingdom – ‘The Real Housewives of Cheshire - 100 Episodes Young - ITVbe’

- - July 2019 - September 2019

Exec Producer: Mike Swindells - - Producer/Director: Victoria Thomas

- Fact finding research and sourcing potential storylines for a fast-turnaround one-off special
- Filtering through a high volume of archive footage within tight deadlines
- Creating and managing a large database to liaise with the edit
- Assembling an edit to a specified brief and show running order
- Managing edit ingests to tight deadlines liaising with post-production
- Writing questions and prompts for master IV's and assisting the interviews with talent/contributors
- Writing voiceover scripts and building narrative packages to a specified brief

Assistant Producer at Workerbee – ‘Love Squad S1 – MTV’ - - April 2019 - July 2019

Series Producer: Dan Mcgowan - - Snr Production Coordinator: Fiona Hume

- Casting a high volume of contributors (300+) within a tight budget and time constraints
- Conducting extensive background checks through social media, Google and Nexus Lexus
- Briefing contributors on set and collecting all paperwork
- Providing support to and managing junior members of the casting team
- Conducting a high volume of Skype auditions with potential contributors
- Pitching potential contributors for certain episodes including celebrity specials
- Conducting targeted casting to existing contributors desires
- Sourcing and producing stories with contributors

Snr Researcher at Studio Lambert – ‘The Circle S2 – Channel 4’ - - September 2019

Producer: Conor Butler - - Production Manager: Tony Brown

- Clearing archive images and items to a tight deadline
- Managing a database and clearance paperwork
- Developing ideas for topical content and debate on the show
- Researching and sourcing specific books and items for each contestant
- Liaising with a high volume of publishers and manufacturers for clearance
- Analysing aired episodes to check for any archive errors

Researcher at BBC – BBC Learning & Development - - March 2019

Producer: Kate Lennon

- Creating content and ideas for a brand new BBC Learning Campaign
- Extensive research into Mental Health
- Sourcing potential celebrity influencers and brand endorsements
- Pitching potential ideas and angles for the campaign to then go forward to the commissioner
- Assisting with several other campaigns and developing new ideas

Researcher at ITV – ‘The Voice Kids S3 – ITV’ - - September 2018 - February 2019

Exec Producer: Oli Head - - Line Producer: Phil Elwell

- Sourcing and clearing music for broadcast and cross-referencing all previous series
- Analysing lyrics, videos and song meanings for appropriate use
- Organising vocal coach schedules and set up for band rehearsals
- Briefing/De-briefing contributors before and after studio and looking after welfare of contributors
- Conducting a large volume of background and social media checks on contributors
- Filming VT shoots with contributors on location with a PD
- Holding interviews and auditions on regional audition days

Researcher at Stellify Media – ‘Gino’s Win Your Wish List S1 – Channel 5’ - - May 2018 – July 2018

Exec Producer: Julie Kelling - - Production Manager: Johnny Wintrip

- Casting through many means including street casting, phone bashing and social media etc
- Conducting a high volume of phone and Skype interviews with potential contributors
- Hosting and filming audition dates around the country using a Canon XF305
- Cutting a high volume of casting tapes using FCPX for the channel commissioner
- Conducting extensive background checks and social media searches on contestants
- Preparing and briefing families in preparation for studio filming
- Assisting with prize research and game development

Researcher at ITV Shiver – ‘Coronation Street Catch Up Special – TVNZ’ - - April 2018

Producer: Ali Lynch - - Production Manager: Joanna Wilcock

- Fact finding research and sourcing potential storylines for a fast-turnaround one-off special
- Archive researching potential clips through the Coronation Street archives
- Organizing and streamlining storylines using editorial judgement
- Sourcing useful clips to introduce new characters and sets
- Working remotely liaising with the rest of the team
- Filtering through a high volume of footage to a tight deadline

Researcher at TwoFour – ‘Educating Manchester S2 – Channel 4’ - - February 2018 – May 2018

Exec Producer: Tom Currie

- Logging and live logging a high volume of rushes
- Briefing and putting mics on contributors including children
- Sourcing potential stories with contributors
- Assisting in handling a range of animals on location
- Handling release forms and dealing with non consenting contributors
- Working in a fixed-rig, sensitive environment and dealing with sensitive situations

Researcher at ITV – ‘You’ve Been Framed! – ITV’ - - March 2017 – December 2017 + August 2018

Series Producer: Chris Thornton - - Production Manager: Holly Laffy

- Filtering through UGC for suitable clips to use for the show
- Clearing UGC and music for use in the show
- Creating and cutting music montages of clips to a set weekly brief
- Assisting the edit coordinator with clearance tasks and finding replacement clips
- Attending several development meetings across the department and pitching ideas to the ITV commissioner
- Chasing Contributors for release paperwork

Researcher at ITV – ‘Judge Rinder – ITV’ - - November 2015

Series Producer: Kate Broadhurst - -

Researcher at ITV – ‘The Jeremy Kyle Show – ITV’ - - September 2015 – October 2015

Series Producer: Jon Millership - - Production Manager: Kathryn Tillet

- Casting through high volumes of contributors
- Writing contributor bios and notes for Jeremy Kyle
- Briefing contributors in studio
- Monitoring and dealing with sensitive/hostile situations

Other Experience:

- Clip Viewer at ITV– ‘You’ve Been Framed! - Series 29 – ITV’ - - March 2016 – March 2017
- Production Runner at ITV– ‘The Big Quiz – Coronation Street V Emmerdale – ITV’ - - November 2017
- Studio Runner at ITV– ‘Ninja Warrior UK – ITV’ - - August 2017
- Studio Runner at ITV– ‘The Big Quiz – Coronation Street V Emmerdale – ITV’ - - December 2016 & December 2015
- Runner/Driver at Zeppotron (Endemol UK) – ‘8 out of 10 Cats Does Countdown – Channel 4’ - - November 2016
- Emmerdale Storyliner Workshop at ITV - - November 2016
- Studio Runner at ITV– ‘World of Sport Wrestling – ITV’ - - November 2016
- Location Runner at ITV– ‘Saturday Night Takeaway – ITV’ - - March 2016
- Audition Runner at Endemol UK– ‘Big Brother Auditions – Channel 5’ - - February 2016
- Casting Assistant at Raw TV– ‘Knocked Up Abroad - TLC’ - - October 2015
- Runner/Driver at ITV - ‘Kyle Files – ITV’ - - August 2015

References Available On Request

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