

## RELEVANT EXPERIENCE

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### BBC Local Radio – Broadcast Assistant: July 2008 – present

Working on various shows at BBC Lincolnshire and BBC Humberside, including **Breakfast** and **Drivetime**. I **work quickly and effectively** under pressure, and **multitasking** is essential.

- My duties include **writing scripts**, cues and preparing clip sequences | **Researching** and booking guests | **Package making** | Providing **on-air** support | Administrative tasks, such as **music logging** | Assisting **Outside Broadcasts** | Creatively **producing trails** and scheduling them | Writing **talk-up sheets** | Collating, writing and presenting **traffic and travel updates**.
- I proficiently use **RadioMan, QuickEdit Pro, ENPS** and other standard **BBC local radio software**. I am fully trained in **desk driving** and **technical operations**, and I am confident and practiced in driving programmes. I have excellent skills in **audio editing**, and knowledge of recording equipment.
- My ideas for **features** have become regular additions to Drivetime, and my **local documentaries** have been broadcast on daytime shows.

### BBC 6 Music – Intern: Aug 09

Working on BBC 6 Music's Introducing show with Tom Robinson, I developed practical skills as well as an insight into the internal operations of a BBC national network station. I was fully trained to BA standard.

- My duties included **researching guests** and **writing scripts** | Music reporting/ logging | Assisting with **studio set up** | **Legal admin tasks** such as issuing permission forms for airplay and podcasting | **Managing incoming audio** and listening to recommendations via the BBC Introducing Uploader | Responsible for furthering the show's online presence, and **producing online content**.
- I am fully trained in **VCS** software, including **Highlander** and **Startrack**. Also in **IPS Page Builder** for maintaining the website, as well as **PIT** (Programme Information Tool).
- Throughout the internship I was **well organised** and **work effectively by myself**, and had high **self-motivation** to complete tasks to their full potential. I also demonstrated **excellent problem solving skills**, working methodically and logistically.

### BBC West Yorkshire Raw Talent Introducing – Co-Producer: Oct 2009 – present

As part of the small team setting up BBC Leeds' first Introducing show, my duties include:

- **Post-production editing**, responsible for the **high production values** of the final broadcast product | Overseeing the recording of the show, making decisions on how the show is to sound | Working with **station sound** to develop imaging | Responsible for packaged content | **Booking guests** and other admin.
- The role requires me to have very **high standards** and an **excellent understanding** of how a show of this nature should sound. It is exciting to **develop innovative ideas** for a new show to the station.

### LSRfm - Drivetime Producer (Leeds Student Radio): Sept 2008 – present

I received **two nominations in the Student Radio Awards 2009**, in the categories of Best Newcomer (for my on air ability and my all-round contribution to the station), and Best Specialist Music Programming.

- **Producer** - Working as part of a **committee** in the running of the station, I am responsible for producing the station's flagship two-hour daily Drivetime show. The job requires me to be **creative, friendly, reliable and confident**, which helps in everything I do.
- **Presenter** - My **demo** came **2<sup>nd</sup>** in a competition at the Student Radio Conference 2009, judged by representatives from **Radio 1, Wise Buddah, Galaxy, Choice FM, Heart 106** and **SunTalk**.

I present and produce a variety of shows, including new music, entertainment, and discussion. I have been **awarded Best Show** on the station in two consecutive terms.

I apply myself to all areas of running the station, including;

- **Station Sound** - Proficient use of **Adobe Audition** to produce station imaging.
- **Music Team** - Member of a weekly **playlist committee** | Arranging and conducting **interviews** | **Producing packages** on new music for other SRA stations.

I also produced a series of **short documentaries** on student living, broadcast during freshers week.

## **Xfm – The Dave Berry Show (Work Experience): Sept 09**

- My duties included using **RadioMonitor** to gather and **edit material** for the fortnightly **podcast** | Sitting in on '**Sponsorship & Promotions**' production meetings.
- I developed skills in **technical operations** and **desk training** | Use of **Genesis** playout system | Using **Linker** and **Selecter** programs to schedule music and trails.

## **BBC Radio 2 – Phone Op: Sept 09 – present**

Working in a busy environment where **multitasking, communication** and **composure** are essential, I;

- Operate phone lines for **Chris Evans** and **Jeremy Vine** shows | **Write live reads** for the presenter.

## **BBC Lincolnshire Introducing: Sept 07 – Sept 08**

I voluntarily helped to produce and present BBC Lincolnshire's Introducing show. My ideas contributed to the development of the show. As well as **all my skills as a BA** being put to use (see above), I also;

- Provided **on-air** support | Gathered **local music news** | **Created online content** for [bbc.co.uk/lincolnshire](http://bbc.co.uk/lincolnshire) | **Administrative tasks** such as booking and looking after **live guests** | Setting up and operating **live sound equipment**.
- I produced numerous packages, including one for **Steve Lamacq's show on Radio 1** (Jan 08).
- I have developed an excellent, well-honed **interview technique**.

## **Global Radio – Podcasts & Content (Leicester Square): May 09 – June 09**

- I edited and produced **podcasts** for **LBC 97.3** and external clients | Wrote **scripts and cues**, and prepared audio for **FUN Kids** | **Uploaded podcasts** and vodcasts to **iTunes** | **Gathered download statistics** for monthly reports | **Promotions Crew** on a week-long UK tour promoting **Galaxy** through club nights and live events.
- **Runner**; assisting in major video productions of **online content** (vodcasts) for **Capital FM, Xfm** and **Galaxy**. Working with artists such as **The Saturdays, Estelle** and **Tommy Sparks** for major brand clients.

## **Siren FM (community radio, Lincoln): Oct 2007 – July 2008**

- **Music Co-coordinator** - Categorized **all music** on the **Myriad** play-out system | **Built playlists** for shows | Responsible for new music | **Trained others** in technical aspects of radio and on-air skills.
- **Presenter** - I presented and produced a live weekly show, nominated for **Best New Show** on the station. I managed and **lead a small team** to produce features, interviews, and other content.  
- **Swing presenter** on Breakfast and Drivetime shows, as well as community broadcasts and OBs.

## **OTHER WORK EXPERIENCE**

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- **BBC Radio 1 (Aug/ Sept 09)** – production support on **Huw Stephens** and **Greg James**; assisting in **researching** and **writing scripts, editing interviews**, loading music to **VCS**, fielding texts.
- **Xfm London (on-going)** – Monthly presenter support on 'The Weekender'.
- **Galaxy Yorkshire Creative Solutions (April 09)** – I gained an understanding of 'Sponsorship & Promotion' by observing the production of commercials, branding and podcasts.
- **Galaxy Yorkshire (March 09)** – **researching** content for show features, fielding texts to studio.
- **BBC Local Radio; Various Stations (summer 08)** – I took it upon myself to get a 'flavour' of different BBC Local Radio stations, including **Leeds, Nottingham, Leicester, Humberside** and **Lincolnshire**. This included **shadowing presenters and producers** of various shows, **researching** content, answering **phones**, assisting **Outside Broadcasts**, and taking part in **production meetings**.

## **EDUCATION**

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- Currently studying **Creative Music and Sound Technology BSc** at Leeds Metropolitan University.
- **BTEC Double Distinction** in Music Technology; • **A Level** in Media Studies; • **GCSE**: 3 A's, 7 B's