

BBC Local Radio – Broadcast Assistant: July '08 – present

Working at various BBC stations (including Leeds, Humberside and Lincolnshire) across shows including **Breakfast, Drivetime, Afternoons, Sports** and **Mid-Morning**. I **work quickly and effectively** under pressure, as I am an efficient **multitasker**.

- 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** using **Sable** | 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 confident and practiced in **desk driving** and **technical operations**. I have excellent skills in **audio editing** and knowledge of recording equipment.
- I edited and mixed an hour-long documentary for the BBC's religious output, which was **broadcast on every BBC Local station** at Christmas. My **short documentaries** on local topics have been broadcast on daytime shows.

BBC Radio 2 – Phone Op: Sept '09 – present

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

- Operate phone lines for **Simon Mayo, Chris Evans** and **Jeremy Vine** shows | **Write live reads** | Interacting with listeners and general public as the 'front line' of the show.

BBC Introducing West Yorkshire Raw Talent – Assistant Producer: Oct '09 . present

As part of a small team setting up BBC Leeds' first Introducing show, I effectively managed the transition from pre-recorded to live shows. My duties include:

- **Post-production editing** (when pre-recorded) | Overseeing the broadcast of the show, requiring me to make sharp decisions | Working with **station sound** to develop imaging | Choosing music from the BBC Uploader | Producing **packages** | **Booking guests** and other admin | On-air support | Using **PIT** to produce online playlists.
- The role requires me to have **very high production values**. I have **developed innovative ideas** for a new show to the station, which has **collaborated with television** stations **BBC Look North** and **BBC2**, and will host a stage at **Leeds Festival** from which we will do an **Outside Broadcast**. I also appear as a **tipster** on **BBC 6 Music**.

BBC 6 Music – Intern: Aug '09

Working on BBC 6 Music's Introducing show with Tom Robinson I developed practical skills applicable to the internal operations of a national BBC station. I was fully trained to BA standard.

- My duties included **researching** and **writing scripts** | **Music reporting/ logging** using **Sable** | Assisting with **studio set-up** | **Legal admin tasks** | **Managing audio** and selecting music | Furthering the show's online presence and **producing online content**.
- I am fully trained in **VCS** software, including **Highlander** and **Startrack**. Also trained in **IPS Page Builder** as well as **P.I.T.** (Programme Information Tool), and **Sable**.
- Throughout the internship I was **well organized, worked 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.

Xfm – Work Experience: Sept '09

The Dave Berry Show

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

The Weekender and X-Posure: Feb '09 – ongoing

- Presenter support on Marsha Shandur's 'The Weekender' request show, fielding texts, emails and calls, as well as **choosing new music** and **researching artists**.

The Hits – Presenter: June '10

Presenting 2pm – 6pm on Saturday afternoons, playing hit music **across the UK** on DAB, digital TV and online.

- I am **fully trained in Dalet** and audio exchange across the **Bauer** network.

LSRfm (Leeds Student Radio): Sept '08 – present

Deputy Station Manager: May '10 - present

- Part of a management team leading a vast membership of students responsible for winning the **UK Student Radio Awards Gold for Best Station 2009**.

Drivetime Producer: May '09 – May '10

- Working as part of a **committee** running the station I was responsible for producing the station's flagship two-hour daily Drivetime show. In this role I was **creative, friendly, reliable** and **confident**.
- I organized and managed **promotional competitions** with major brand clients such as **BT** and **Xbox**.
- I lead a small team to produce **Outside Broadcasts** every day for a week from different student halls in support of **Children In Need**.

Presenter: Sept '08 – present

- I received **two individual nominations** in the SRA's '09 for **Best Newcomer** and **Best Specialist Music Programme**.
- My demo came **2nd** in a competition at the UK Student Radio Conference '09, judged by representatives from *Radio 1, Wise Buddah, Galaxy, Choice FM, Heart 106* and *SunTalk*.

Station Sound: Sept '08 – present

- Proficient use of **Adobe Audition** and production libraries to produce station imaging.

Music Team: Sept '08 – present

- Member of a weekly **playlist committee** | Arranging and conducting **interviews** and **live sessions** | **Producing packages** on new music for **other student radio stations** in the country.
- I also produced a series of **short documentaries** on student living, broadcast during fresher's week.

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.

BBC Lincolnshire Introducing: Sept 07 – Sept 08

I voluntarily helped to produce and present BBC Lincolnshire's Introducing show. My ideas were key to the development of the show.

- My duties included gathering **local music news** | Providing **on-air** support | Creating **online content** | Setting up and operating **live sound equipment** | Developing a well-honed **interview technique**.
- I produced numerous **packages** including one for **Steve Lamacq's show** on **Radio 1** (Jan '08).

Siren FM (community radio): Oct 2007 – July 2008

Music Co-ordinator

- **Managed all music** on the **Myriad** play-out system | **Built playlists** | Sourced new music | **Trained others** in technical aspects of radio and on-air skills.

Presenter

- I presented and produced a weekly show, nominated for **Best New Show** on the station, as well as covering **Breakfast** and **Drivetime** shows, community broadcasts and OBs.

OTHER WORK EXPERIENCE

- **BBC Radio 1 (Aug/ Sept '09)** – production support on **Huw Stephens, Greg James** and **The Surgery**; assisting in **researching** and **writing scripts, editing interviews**, loading music to **VCS**, **answering phones** and fielding texts.
- **Key 103 (April '10)** – answering phones on Sam Walker's afternoon show.
- **Galaxy Yorkshire (April '09 – March '09)** – I gained an understanding of '**Sponsorship & Promotion**' by observing the production of commercials, branding and podcasts.
- **BBC Local Radio; various stations (summer '08)** – I took it upon myself to gain an understanding of Local BBC stations including Leeds, Nottingham, Leicester, Humberside and Lincolnshire. This included **shadowing presenters and producers** of various shows, **researching** content, answering phones, assisting **OBs** and taking part in **production meetings**.

EDUCATION

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

References available on request from colleagues and representatives at *BBC 6 Music, Global Radio, Xfm, BBC Local Radio* and *BBC Introducing*.

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