

BBC Radio 2: The Chris Evans Breakfast Show – Broadcast Assistant: Jan '12 – present

- In this multi-skilled production role on Europe's biggest Breakfast Show, I **develop feature ideas** and make **creative on air and online content** to strict deadlines.
- I produce the **Chris Evans Best Bits podcast**, driving the change from a weekly to daily edition along with a new online promotion workflow using social media. I saw a **212% increase in downloads** from an average of 160,000 to nearly 500,000 in the first month.
- My duties include **sourcing and editing audio**, covering **text and email interaction**, producing **online content**, scheduling music, dealing with **legal administration**, **scriptwriting**, editing **packages**, and using online sources for **research**. I proficiently use all standard **BBC software** to a high level of competence.
- I have worked on various **major live broadcasts** including **The Royal Wedding** and **Hay Festival** and I am currently planning the **Olympics** coverage and the **Diamond Jubilee OB**.

BBC Radio 2 – Broadcast Assistant: Nov '10 – Jan '12

- Working on The Chris Evans Breakfast Show, Steve Wright In The Afternoon, Sunday Love Songs, Elaine Paige On Sunday, Vanessa Feltz and Richard Madeley.

Phone Op: Sept '09 – Jan '12

- Working across a range of daytime programmes including **Simon Mayo**, **Ken Bruce** and **Jeremy Vine** and the annual **Children In Need auctions**.

BBC Local Radio – Broadcast Assistant: July '08 – Jan '12

Leeds York Lincolnshire Humberside Three Counties

- Production and admin assistance across **Breakfast**, **Drivetime** and shared regional **Late Evening** programmes. I **research and book guests**, produce trails, assist outside broadcasts, report live, develop imaging, provide on-air support and use **social media** to promote content. I am also competent in **desk driving** and **technical operations**.

BBC Introducing – Assistant Producer: Sept '07 - May '11

West Yorkshire: Oct '09 - May '11 Lincolnshire: Sept '07 – Sept '08

- I lead a small team that set up **BBC Leeds' first Introducing show**. I managed the transition from pre-recorded to live shows. I **developed innovative ideas** for a new show to the station, which won awards for our use of social media, and I was committed to creative projects such as my own summer campaign that utilised **user-generated-content**.
- The show collaborated with BBC TV and hosted the **BBC Introducing stage at Leeds Festival**, from which we broadcast a **multi-regional OB** and produced content for BBC 6 Music.
- I was a **Social Media Producer** at the **BBC Introducing Masterclass** at Maida Vale, and successfully contributed to the Introducing slot on the Radio 1 playlist.

BBC 6 Music – Intern: Aug '09

- As the successful applicant in a highly competitive process I worked on 6 Music's Introducing show with Tom Robinson and was fully trained to BA standard. My duties included **researching** and writing **scripts**, contributing to **programme ideas**, music reporting, assisting **studio set-up**, legal admin tasks, **managing audio**, selecting and scheduling music, furthering the show's **online presence** and producing online content.
- I am well experienced in arranging and conducting **interviews and live sessions** with major artists, as well as dealing with contributors, music industry figures, agents and pluggers.

BBC Radio 4 – Freelance: Dec '09 – Jan '12

- I edited and mixed **documentaries and series** for BBC Radio 4's religions output. I work well to a specification and deadline, and contribute to the creative process.

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

- I **edited podcasts** for **LBC 97.3** and external clients, wrote scripts and prepared audio for **FunKids**, uploaded podcasts and vodcasts and **gathered download statistics** for monthly reports. I was a member of the Promotions Crew on a week-long UK tour promoting Galaxy through live events.
- I assisted in major video productions of online content for **Capital FM, XFM** and **Galaxy**, working with artists such as *The Saturdays, Estelle* and *Tommy Sparks* for major brand clients.

XFM – Assistant: Feb '09 – Dec '10

The Dave Berry Show - Sept '09 The Weekender and X-Posure: Feb '09 – Dec '10

- My duties included **gathering and editing podcast material**, participating in **Sponsorship & Promotion** production meetings, whilst developing skills in **technical operations** and **desk driving** with the **Genesys** playout system. I am also trained in **Linker and Selecter** software to **schedule music and trails**. I provided in-studio presenter support on 'The Weekender' request show, fielding texts, emails and calls, as well as choosing new music and **researching artists**.
- I was a key **researcher** and **contributor** to the book '*The Xfm Top 1000 Songs Of All Time*'.

The Hits Radio – Presenter: June '10 – Aug '10

- Weekend swing presenter, presenting afternoons on the UK's biggest digital radio station (at the time).

LSRfm (Leeds Student Radio): Sept '08 – May '11

Deputy Station Manager: May '10 – July '11 Drive Producer: May '09 – May '10 Presenter: Sept '08 – May '10

- Part of a small management team leading the UK's biggest students radio station. We won **Gold** in the **Student Radio Awards** for **Best Station 2009**.
- I produced the station's flagship daily Drivetime show, organising and managing **promotional competitions** with major commercial clients. I lead a small team to produce **Outside Broadcasts** every day during freshers week and **presented a 24-hour broadcast** in support of Children In Need.
- I received **two nominations** in the **Student Radio Awards '09** for Best Newcomer and Best Specialist Music Programme.

Radio Festival Radio – Producer: Oct '10

- I was part of a small team of producers running the **digital pop-up station** covering the Radio Academy's Radio Festival. I was the **studio producer** for **live shows** at Breakfast and Drivetime.

Siren FM (community radio) - Music Coordinator & Presenter: Oct '07 – July '08

- I **managed all music** on the Myriad playout system, **lead playlist meetings**, built playlists and sourced new music. I also presented a variety of shows on a weekly basis, including **Breakfast, Drivetime**, community broadcasts and OBs, and **trained others** in technical aspects of radio and on-air skills.

OTHER WORK EXPERIENCE

- **BBC Radio 1 (Aug/ Sept '09)** – production support/phone op on Huw Stephens, Greg James and The Surgery.
- **Absolute Radio (Nov '10 - Jan '11)** – production assistant on weekend overnights.
- **BBC Three Counties Radio (Aug - Sept '10)** – general production support with a strong emphasis on news.
- **Galaxy Yorkshire (April '09 – March '09)** – assisting the production of commercials, imaging and podcasts.

EDUCATION

- **First Class Honours Degree** BSc Creative Music and Sound Technology at Leeds Metropolitan University 2011.
- **BTEC Double Distinction** in Music Technology; • **A Level** in Media Studies •