

CHARLEY

RUNNER/RESEARCHER/PRODUCTION ASSISTANT

📍 Manchester & London Base

🚗 / 🏍️ Full Clean Car & Motorcycle Licence

📅 +25 Years Old

✉️ charleygirlmedia@gmail.com

Motivated and versatile television and radio production graduate with an eye for detail and a passion for storytelling across television, radio, and digital platforms. Skilled in communication, teamwork, problem-solving under pressure, and simplifying complex information, I'm eager to contribute to compelling productions, whether in factual or drama.

Key Skills

- Celtx Scriptwriting Software
- Adobe Premiere Pro
- Panasonic DVX200/Sony Z190 Cameras
- Zoom H6 Audio Recorder
- Adobe Audition
- Bectu Researcher Trained
- Office Administration and Organisation
- Archiving and Digitalising Files
- Presenting and Pitching
- First Aid: Basic Life Saving Training

Industry Experience

Light & Sound Technician | Outside The Box Comedy | Stockport | Dec 2023 – Present

Operation of the lights and sound for a regular stand-up comedy night, ensuring appropriate timing, atmosphere, and technical solutions.

Stage Manager | Outside The Box Comedy | Stockport | Feb 2022 – Present

Ensure health and fire safety protocols and checks are undertaken and followed. Liaise with organisers, stewards, bar staff, the public and comedians to guarantee the fun, safe, and smooth operation of the show by providing support, information, and assistance as and when needed and perceived.

Assistant Director – *Dracula* | Stockport Garrick Theatre | Stockport | Nov 2024 – Feb 2025

Working in collaboration with the Director, the cast, and the stage crew on an amateur production of Liz Lochhead's adaptation of *Dracula*, I provided story context, feedback, and general support.

Assistant Director - *PORT* | Stockport Garrick Theatre | Stockport | Sept 2022 – June 2023

Adhering to Director's creative vision and production requests. Supported Director with casting, general production feedback, active listening, note-taking, organisation, script readthroughs, research, location recce, and cooperated with external production departments.

Production Office Runner | Beyond Productions North | Salford | May – June 2022

General runner duties and assisting the casting team with admin and contributor research. Searched and compiled Word and Excel databases with information on distinctive and relevant people, webpages, and social medias suited to the brief for C4 factual entertainment programme *Outrageous Homes*.

Assistant Stage Manager – *Hound of The Baskervilles* | Stockport Garrick Theatre | Stockport | April 2022

Adhering to Director and Stage Manager production requests. Note-taking, active listening, astute organisation and preparation of props and costume, and costume assistance. Observation and communicating with cast and crew to live and scripted cues.

Cohort Assistant | ITV Coronation Street | Manchester | February 2022

Ad-hoc. Answering to 1st Assistant Director with aiding, assisting, and applying ITV and government Covid-19 protocols to the drama production process to ensure a safe and healthy adhered set that protects employees and the filming schedule. Shadowed the 3rd AD to better understand blocking and timing of the SA's.

Student Production Experience

'Colour Blind' (live link) - Radio Drama | Writer / Producer | Jan – May 2024

Developed and produced a 15-minute radio drama adaptation for final year project based on Catherine Cookson's novel, *Colour Blind*, for the Radio 4 platform. *Colour Blind* tells the heart-breaking story of acceptance based on the colour of your skin. Collaborated with a composer to produce original score and FX.

'The Lines of Defence' - Radio Feature | Writer / Producer | Sept – Dec 2023

A 15-minute factual radio feature on the threat of violence that women can feel from men whether in their homes or on the street. Told through script, testimony, vox pop, and interview. Produced for the Radio 4 platform.

'From Blackpool, With Love' - Scriptwriting | Writer | Sept – Dec 2023

Inspired by real-life events, the story of a Sicilian Mafia boss who hides out amongst the unsuspecting illuminations of Blackpool. I produced a treatment, two idents of 30 and 90 seconds, a scene-by-scene, and the first five pages of two episodes aimed at the Channel 4 audience.

'The Only Like You Need' - Camera & Lighting | DoP | Aug 2023

Storyboarded, researched and chose purposeful camera angles and shots, designed the lighting, sourced locations, cast, and crew, and operated the Panasonic Z190 camera for a 7-minute film on the theme of 'love'.

'Girl Racers' (live link) - Radio Feature | Writer / Producer | Feb – April 2022

No longer only cast as the scantily clad to sell automobiles, this Radio 4-style feature on the upward social mobility of women discusses their ownership of faster, more expensive, more powerful cars.

'The Dilemma: Against Better Judgment' - Scriptwriting | Writer | Sept – Dec 2020

When a fun fancy dress birthday party celebration turns into a heavy sentence the interactivity element supporting the script allows the audience to put themselves into the shoes of the protagonist, Alice.

Certifications

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| • First Aid Training: Basic Life Support | • Basic DBS Certificate |
| • Leading With Kindness: Trauma Informed Practice | • Screenskills Addressing Unconscious Bias: Basic Awareness |
| • IDC Registered Trainer Workshop in Intimacy Advocacy for Theatre | • Screenskills Tackling Harassment and Bullying at Work |

Education

BA (Hons) Television & Radio Production (1st Class)

University of Salford 2019 – 2024

Diploma English, Writing & Media

The Manchester College 2018 – 2019



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