

Luke Forbes

Researcher | Manchester / Birmingham

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PRODUCTION EXPERIENCE

Researcher - *The Circle USA and UK* - Studio Lambert - August - October 2019

- Controlled and updated The Circle interface for the contestants.
- Assisted the gallery producer with getting the best content out of the contributors.
- Created important editorial notes to be used in the edit.
- Transcribed live interviews on the IPD.
- Produced story notes for the story AP.
- Vision mixed 12 camera feeds into 4 live recording streams.
- Worked closely with a hothead to get the best camera angles for the recording streams.

Production Runner - *Dragons Den* - BBC - January - May 2019

- Researched UK based businesses and entrepreneurs and contacted them about auditioning for the show.
- Used accurate and reliable sources including Tracesmart, Lexis Nexis, Companies House and a wide range of social media networks to complete thorough background checks on all entrepreneurs entering the den.
- Filmed and edited audition casting tapes to be shown to the Casting and Series Producers.
- Liaised with potential applicants and guided them through each stage of the application process.
- Pitched businesses and entrepreneurs to the Series and Executive Producers in team meetings.
- Data wrangled and logged recorded audition footage into organised folders.

Production Runner - *A Question of Sport* - BBC - August - December 2018

- Researched and written hundreds of questions and answers using accurate and credible sources.
- Self shooter for the 'Mystery Guest' feature of the show.
- Used Adobe Premiere Pro to edit footage and Adobe Photoshop and After Effects to edit stills and graphics.
- Contacted celebrities and agents to book talent for the prime time BBC1 quiz show.
- Approached companies and businesses to book locations for filming different parts of the show.
- Sourced images through a royalty free website (Getty), video through a BBC Library archive system (Dalet) and music through a music archive system (Desktop Jukebox).
- Generated ideas for new rounds of the show as well as for improving social media content.

Researcher and Shooting PD - OPTUS SPORT - August 2018 - Present

- Set up camera, sound and lighting equipment to shoot live broadcasts.
- Used a LiveU box to transmit live video links from the filming location to the Australian TV gallery.
- Researched team news and latest sporting gossip to help create scripts and produce talent.
- Responsible for uploading professional and creative content to the Optus Sports social media accounts.
- Created location recce's to determine whether set locations were suitable for shooting.
- Scouted public to be part of the live broadcasts, getting them prepared to go live on air and informing them of possible questions they may be asked.

Casting Runner - *THE £100K DROP* - Remarkable TV - September 2017

- Used eTribez to create thorough and in depth contestant application packs for the casting producer.
- Worked closely with the casting team during studio days to ensure contestants were going through the hair, make-up and wardrobe departments during their allocated time, ensuring they were collectively ready for a set time.
- Supported contestants prior to recording, advising them with last minute hints and tips and ensuring that they were fully aware of all the rules prior to their studio appearance.

Studio Runner and Live Logger - *The Greatest Dancer* - BBC - August 2018

- Used Timecode+ to accurately log live recorded footage.
- Visited several locations to determine the most suitable places to film.
- Created risk assessments to determine the safety of filming in the chosen locations.
- Provided support and assistance to the crew to ensure the smooth running of the recording.
- Got members of the public to accurately fill out release forms if they featured in the filming.
- Completed production paperwork including budgets, call sheets and contributor application packs.

ADDITIONAL PRODUCTION EXPERIENCE

STUDIO / FLOOR RUNNER JOBS

Home Is Where The Art Is - BBC - January 2019
NHS at 70 - BBC - June 2018
Commonwealth 2022 Games Takeover - BBC - April 2018
Sports Relief - BBC - March 2018
Harry Styles at the BBC - BBC - August 2017
Scruffts: Britain's Favourite Dog - Channel 4 - March 2017
Better Bathrooms - Commercial - November 2016
Expedia - Commercial - September 2016
Davis Cup - Eurosport - March 2016
The Gadget Show - North One TV - January 2016 - March 2016
Britain's Got Talent - ITV - February 2016

CASTING / CONTRIBUTOR / TALENT RUNNER JOBS

Eurovision: You Decide - BBC - February 2019
Take Me Out - ITV - August 2018
Mastermind - BBC - July 2018
Question of Sport - BBC - July 2017 - August 2018
Naked Attraction - Studio Lambert - March - April 2017
The Voice Kids - ITV - September 2016
The Jeremy Kyle Show - ITV - May - June 2016
Catchphrase - ITV - September 2016
The X Factor - ITV - May - June 2016

LOGGER JOBS

Four In A Bed - Studio Lambert - June - August 2019
Last Laugh in Las Vegas - ITV - October 2017
The Apprentice - Boundless Productions - February 2016/2017
Let It Shine - BBC - July 2016 - November 2016
The Voice - ITV - July 2016 - October 2016
First Dates - Twenty Twenty Television - June 2016 - July 2016

SKILLS

- Confident self shooter. Experience on a wide range of Sony, Canon and Panasonic cameras.
- Proven ability to use several forms of contact to cast and book successful talent and contributors.
- Ability to set up and operate professional industry standard camera, sound and lighting equipment.
- Experience with setting up shoots including booking accommodation, equipment, talent, travel and locations.
- Knowledge of completing in depth pre and post production paperwork, contributor and location release forms.
- Confident photography and videography editor to a professional broadcast standard. Experience on Adobe Photoshop, Final Cut Pro, Adobe Premier and Adobe After Effects.

TRAINING / QUALIFICATIONS

- BBC courses including; Production Safety, Data Protection and Cyber Security, Working with Children Online, Editorial Standards, Anti-Bribery UK and Data Protection Online.

EDUCATION

Birmingham City University - BA (HONS) Media and Communications (TV) - 2:1 - September 2012 - July 2015.

REFERENCES AVAILABLE ON REQUEST