

LAUREN JONES

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PERSONAL PROFILE:

Experienced working in both location and production based roles. Previously working for companies such as Full Fat TV, creating shows for the likes of Channel 5 and Quest Red. Confident driver with a clean license (5 years) and a personal car. First Aid trained. DBS Checked.

KEY SKILLS:

- Effectively multi-task in both a pressured and non-pressured environment.
- Able to work in a team with the ability to communicate and work professionally with talent.
- Proficient at client facing and understanding clients' needs, while maintaining confidentiality.
- Able to communicate efficiently and manage big workloads, managing time effectively.
- Knowledge of industry standard and DSLR cameras. Experience of taking unit stills for shows.
- Adobe, Avid and Final Cut Pro software knowledge – Premier Pro, Photoshop, Lightroom.
- Extremely tech and computer literate including Microsoft Office & Apple programmes.

CREDITS:

The Thames: with Tony Robinson, title tbc

Channel 5, Full Fat TV, Location Assistant (June - Sept 2020)

- Working closely with the team to follow COVID protocols and ensure a safe working environment.
- Developing a professional relationship with the talent in order to communicate efficiently and assist when needed. I would take stills of the talent and direct them into position with awareness of time.
- Wrangle data and transport drives myself or hand over to a courier for the edit to ingest.
- Working closely with the PD to plan ahead for the day, sending out briefs to crew the night before.
- Gathering refreshments and lunches efficiently so it didn't interfere with the crew lunch breaks.
- On non-shooting weeks, I would work from home to assist the PC and PM with required paperwork.

Coronavirus: How Clean is Your House?

Channel 4, Full Fat TV, Production Runner (March - April 2020)

- Assisting the Line Producer and Production Co-ordinator to find locations and permits. While booking cars and compiling information for the call sheets.
- Take stills of the families and ensure they were comfortable while following COVID protocols.
- Gather supplies for filming such as, food and PPE for COVID and prop purposes.
- Setting up online software and folders for the team, including editors, to give everyone the ability to work remotely and access information easily.

The Bad Skin Clinic

Quest Red, Full Fat TV, Location Assistant (Aug - Nov 2019)

- Driving cast and crew between locations, enabling prompt starts and swift travels.
- Working closely with the PD to make sure we were following the schedule.
- Monitoring kit on location and at the office, making sure the correct kit was obtained.
- Wrangling rushes and organising transport for the drives, ready for the edit to ingest.
- Arranging accommodation and travel, while helping to compile the call sheets.
- Using Soundmouse and Blackbird to complete tasks, while completing the Production Elements List that was sent to Discovery.

EXPERIENCE:

Full Fat TV, Office Production Runner, Birmingham (April 2019 – June 2020)

- Managing the efficiency of the office environment, including; making orders, monitoring in house kit and keeping a tidy environment while looking after employees by gathering refreshments.
- Arranging transport for employees and contributors while creating and assessing their travel plans.
- Dealing with technical issues within the office and liaising with tech support, while setting up computers and desk space for new starters.
- PA to the exec of Full Fat TV, client facing and arranging meetings, setting up conference calls and sending out calendar invites.

The Big Questions, Mentorn TV, Dailies Runner, Birmingham (May 2018)

- Audience facing, making sure audiences knew where they were going and checked in.
- Helping to set up and wrap up quickly and efficiently.

The Gadget Show, North One, Dailies Floor Runner , Birmingham (May 2018)

- Locking off areas and shouting turning while working closely with the camera crew to cable bash.
- Helping to build and take down set.
- Making sure drinks and snacks were on hand for cast and crew.

Redditch United Ladies, Videographer & Photographer, New York & Paris (May - June 2018)

- Filming matches and carrying equipment throughout the cities.
- Planning and researching ideas for the videos, being efficient with hand in deadlines.

Doctors, BBC, Dailies Floor Runner, Birmingham (July 2017)

- Making sure cast and crew are refreshed.
- Locking off sections when turning and rehearsing and ferrying cast to set when called for.

The A Word, Fifty Fathoms, Dailies Runner, Manchester (June 2017)

- Ferrying cast and crew across studios and locations.
- Making sure there were snacks and drinks on hand for cast and crew.
- Locking off areas of set and making crew aware when recording and rehearsing.

Beatfreeks, Creative Digital Media Apprentice, Birmingham (Oct 2015 - Sept 2016)

- Manage a group of 10 content creators and make sure they knew their roles and tasks.
- Arrange meetings with artists that were to be filmed and book locations.
- Create, plan and storyboard [online content](#).

BBC Arts, Freelance Editor and Camera Operator, Birmingham (June - Aug 2016)

- Follow a director's brief for an [online video](#) to make sure the aim and vision was met.
- Follow BBC Guidelines and Regulations when creating the content.

National Citizenship Service, Photography Practitioner (Summer 2015 - Summer 2018)

- Teach photography to a group of young people partaking in NCS.
- Maintain the welfare and wellbeing of the young people.

ACHIEVEMENTS:

- [Royal Television Society Bursary](#) recipient, 2016
- [Queen's Young Leader](#) – Media Trust, 2016
- Parkside Media House Runners Pool – Birmingham City University, 2016 - 2019
- [Uprising Leadership Programme](#) Participant, 2016
- [Arts Award Gold](#) qualification, 2015

EDUCATION:

- 2016-2019 **Birmingham City University**
Media and Communications Television BA Hons, I gained a 2.1 degree classification.
- 2015-2016 **Creative Alliance**
Creative Digital Media, Level 3 including ICT.
- 2013-2015 **Kings Norton Girls' School**
3 A-Levels including Media Studies, Psychology and English Lit, gaining grades BBC.