

## **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. COVID trained. 2:1 Media Degree.

### **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 professional relationships with the talent in order to communicate efficiently and assist.
- Be the first point of contact for the crew, while summarising call sheets for them daily.
- 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)**

- Arranging accommodation and travel, while helping to compile and send out the call sheets.
- 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.
- Using Soundmouse and Blackbird to complete tasks, while completing the Production Elements List that was sent to Discovery.

## EXPERIENCE:

### **Bad Penny Productions et al, Dailies Location A.D, Birmingham (Nov 2020)**

- Locking off areas of set while cueing SA's.
- Maintaining H&S on set, for example, coning off areas that had unsafe terrains.
- Setting up areas for the media village and helping to carry equipment.

### **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.

### **Reddit United Ladies, Videographer & Photographer, New York & Paris (May - June 2018)**

- Filming matches and carrying equipment throughout the cities, researching ideas for videos.

### **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.
- 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, maintaining their welfare.

## 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.