

# Lauren Bartles

DOB: 13<sup>th</sup> May 1982

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Full Driving Licence

I am highly organised, have great attention to detail, adapt easily and am enthusiastic. Always professional and personable I can work well with others, communicate effectively and motivate those around me. With a wide range of administrative skills and the ability to perform well under pressure I can work efficiently to prioritise and meet deadlines. I am a quick learner and aspire to expand my knowledge and experience.

## Employment

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### The Children's Media Conference

[www.thechildrensmediaconference.com](http://www.thechildrensmediaconference.com)

### Director of Operations

November 2017 – Present

I currently manage the logistics of the UK's premier industry conference for those working in children's media. This takes place in Sheffield and attracts over 1200 delegates every year. My role includes:

- Overseeing all event departmental heads including Registration Manager, Hotel and Travel Manager, Front of House Managers, Meetings Manager, Volunteers Manager and Operation Assistants.
- Coordination of venues, suppliers, staff, equipment, delegates, and risk assessments.
- Working with the Head of Production, Technical Manager and Editorial Director to ensure smooth running of the conference.
- Securing sponsorship contracts and coordinating logistics for sponsored events.
- Responsibility for production of smaller events throughout the year including virtual events.

### University of Sheffield

[www.sheffield.ac.uk](http://www.sheffield.ac.uk)

### Events and Communications Officer

November 2016 – November 2017

Working within the Marketing team I was responsible for recruiting new student admissions to the School of Law. This included:

- Working with venues, speakers, and suppliers to organise University open days.
- Communicating with different audiences such as parents, teachers, and potential existing students throughout the year.
- Planning the logistics of large research conferences and public talks.

### The Children's Media Conference

[www.thechildrensmediaconference.com](http://www.thechildrensmediaconference.com)

(Freelance Contracts)

### Volunteers Manager/Sponsorship

### Coordinator/Hotel & Travel Manager

May 2012 – November 2017

I worked in various freelance roles for The Children's Media Conference during 2012 to 2017. This included:

- **Volunteers Manager** – coordination of over 100 volunteers for the main conference in July. This involved recruiting volunteers, organising rotas, coordinating shifts and ensuring that volunteers were allocated to all areas of the event.
- **Hotel & Travel Manager** – responsible for the coordination of VIP guest travel, accommodation and itineraries.
- **Sponsorship Coordinator** – working with the Sponsorship Associate I was responsible for drawing up sponsor agreements and ensuring that all logistical elements of those agreements were met

### Showroom Workstation

[www.showroomworkstation.org.uk](http://www.showroomworkstation.org.uk)

### Box Office Supervisor

September 2010 – May 2014

I worked as Box Office Supervisor and Customer Service Advisor for one of Europe's largest independent cinemas. My duties included:

- Responsibility for box office staff, ticket sales, cashing up and cinema screenings.
- Assisting customers on a daily basis and ensuring that their needs were met.

IEMA is the professional body for those working in the environment. In my role as Events Coordinator, I was responsible for:

- Organising the annual conference by liaising with venue, suppliers, and speakers.
- Coordinating regional events throughout the year for the IEMA membership.

## **Professional Development & Training**

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Screenskills: Coronavirus Basic Awareness on Production	October 2023
ScreenSkills: Safeguarding for All: Basic Awareness for the Screen Industries	July 2023
ScreenSkills: Introduction to Mental Health at Work	July 2023
ScreenSkills: Diversity, Equity and Inclusion for the Screen Industries	July 2023
Screenskills: Tackling Harassment and bullying at Work	October 2021
Screenskills: Addressing Unconscious Bias: Basic Awareness in the Workplace	October 2021

## **Voluntary Roles**

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Celluloid Screams: Sheffield Horror Film Festival	2010 - 2014	VIP Guest Manager
Sheffield International Documentary Festival	2010	Festival Volunteer
Showcomotion Young People's Film Festival	2011	Festival Assistant
Sensoria Festival	2011	Outdoor Screening Volunteer

## **Education**

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BA (Hons) Screen Studies & Screenwriting Sheffield Hallam University	Upper Second-Class Degree 2012
Carry on Coubro Award Winner Sheffield Hallam University	2012
BA (Hons) Marketing & Public Relations University of Lincoln	Upper Second-Class Degree 2003
GNVQ Leisure & Tourism Sheffield College	Merit 2000
All Saints RC School Sheffield	8 A-C Grades 1998

## **Skills and Hobbies**

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I have a passion for film and television, enjoy trips to the cinema, reading and spending quality time with friends and family.

## **References**

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Available on request