

LAUREN BALL

About Me

I am an aspiring Production Coordinator, with a passion for organisation, budgeting, problem solving and sustainability. I have credits in documentary and factual entertainment and have enjoyed every production I have worked on so far in my career. I am seeking a role in factual entertainment where the skills I have learnt and refined during my time at university and through my work at One Tribe TV can be applied to help ensure the smooth running of a production from start to finish.

CREDITS

THE ONE SHOW (ONE BIG THANK YOU AND REGULAR VTS) -
PRODUCTION MANAGER ASSISTANT
BBC ONE, MULTIPLE TX'S

LEGENDS OF WELSH SPORT: LIZ JOHNSON: SWIMMING
AGAINST THE TIDE - PRODUCTION MANAGER ASSISTANT
BBC WALES, JAN 2025

A SHIP THROUGH TIME - PRODUCTION MANAGER
ASSISTANT S4C AND SKY HISTORY, 2026

EXPERIENCE

PRODUCTION MANAGER ASSISTANT

One Tribe TV

July 2024 - Present

- Created call sheets, risk assessments and schedules for all credited productions.
- Set up filming abroad and was across all logistics e.g. flights, hotels, filming locations etc.
- Used Slivermouse to complete end of production paperwork to ensure commissioner's deliverables were delivered on time.
- Used BBC Musicbox, PRS and Audio network to run clearance on music as well as find the appropriate information to complete paperwork.
- Albert certified and was responsible for completing Albert paperwork to ensure programmes had certification.
- Used archive search engines like BBC Archive to request clearance of clips and PasC forms. Read the PasC forms to differentiate archive that is clear to use and who to contact if further required.
- Arranged the hire of kit and transport for shoots at short notice.
- Worked with talent face to face on shoots as well as behind the scenes communicating with their management.
- Attended multiple shoots for all productions I was involved with, to help ensure the smooth running of filming.
- Managed all contributor, location and material release forms and organised them accordingly.
- Used my graphic design background to make props for shoots.
- Set up shoots with less than 24 hours notice.
- **FUN FACT:** I designed the branding for Monica Galetti's (fake) spaghetti brand for one of The One Show, One Big Thank You's. 'Monica Galetti's Galetti Spaghetti'. I designed the all elements; posters, aprons and the can labels that can be seen throughout the VT.

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 Swindon, Bath, Bristol, Chepstow

GDPR STATEMENT :

My CV may be kept on file and distributed for future employment opportunities.

SKILLS

- Organised and resourceful.
- Excellent problem solving abilities.
- Proactive and can-do attitude.
- Friendly, reliable and full of initiative.
- Hardworking and driven team member.
- Full UK driving license.
- Excellent over the phone and email communication skills.
- Advanced knowledge of creating call sheets, schedules and risk assessments.
- Advanced knowledge of **Office 365** software (Word, Excel, Powerpoint, Teams etc).
- Basic knowledge of **Black Magic 6K Pro**, **Cannon C100** and **Sony X70** cameras.
- Basic knowledge of **Sennheiser MKH 416 P48 shotgun** and **Rode Wireless Go** mics.
- Basic knowledge of **Zoom F6**, **Tascam DR60**, **DR70** and **DR40** audio recorders.
- Basic knowledge of **Adobe Creative Cloud** software (Photoshop, Premier Pro, In Design, Illustrator etc).

PRODUCTION RUNNER - ROYAL ALBERT HALL

PP4S (Prom Praise For Schools)

Mar 2024

- Made regular tea and coffee trips for crew.
- Communicated and worked closely with gallery crew throughout the day.
- Cable managed on stage.
- Helped set up stage elements and equipment.

MULTI CAMERA PRODUCTION ASSISTANT - IRIS

Feb 2024 - July 2024

- Mentoring the second-year students on my course and supporting them in their multi camera studio module.
- Supporting them by production managing their projects and helping them in their technical roles of sound, camera, lighting etc.
- Planning and filming OBs for IRIS.
- Helping create new social media platforms for IRIS, as well as design and create a new website.
- Hosting weekly production meetings to evaluate progress on projects.

PRODUCTION CO-ORDINATOR (UNIVERSITY ROLE) - SANTA AND ELF RUN 2023 COVERAGE

Dorothy House Hospice

Dec 2023

- Filmed the event and created content for their Instagram page.
- Provided client with reels, posts and promotional videos of event.
- Organised and managed crew on the day and in the lead up to the event.
- Prepared documents (risk assessments, contributor forms, schedules and call sheets).

PRODUCTION RUNNER - BBC RADIO 4 'ANY QUESTIONS'

BBC Radio 4

Nov 2022

- Worked as part of the organising team for a live broadcast of 'Any Questions.'
- Liaised with the production team and ensured the audience were in place ahead of TX.
- Escorted the panel between the green room and venue.
- Promoted the venue, Bath City FC, to departing audience members.

DESIGN DEPARTMENT AND INSIDE SALES CO - ORDINATOR - BOXES AND PACKAGING SWINDON

Jan 2020 - Jun 2021

- Arranged meetings and presentations with clients.
- Designed and found solutions to briefs provided by clients.
- Answered phones and responded to emails from customers daily.
- Processed purchase orders for multiple clients.
- Worked closely with the sales team and production team to ensure orders were delivered on time.
- Bought in products from a variety of suppliers.

CERTIFICATES

Setting up shoots in South-East Asia

(Media Career Advice) - Training completed

November 2024

Sustainability Workshop: Television

Production (Albert) - Issued September

2024

Navigating the rights minefield: business affairs and copyright... with Ben Green -

production management (Screenskills)-

Issued September 2024

More Than Human (Short Documentary, Creative Producer) - The Graddies Finalist

2024

Introduction to sustainability for the

screen industries (Screenskills) - Issued

March 2024

Safeguarding for all: basic awareness for

the screen industries (Screenskills) - Issued

March 2024

REFERENCES

FRANCESCA BARBIERI

Production Manager – One Tribe TV

francesca.barbieri@onetribetv.co.uk

SINGING LEE

Production Co - Ordinator - One Tribe TV

singing.lee@onetribetv.co.uk

SOPHIE COLE

s.cole@bathspa.ac.uk

Production Manager and Broadcast Media Associate Lecturer- Bath spa University

EDUCATION

Bath Spa University | Film, TV, and

Digital BA (Hons) Sept 2021 - July 2024

Awarded: First Class Hons