

# Elspeth Meakin

**Phone number:** 07875687288

**Email:** elspeth.meakin@outlook.com

## EDUCATION

**Natural Sciences MSci (2:1)** - University of Nottingham

**2013 - 2017**

Biology and Physics with Mathematics in the first year

Wallington High School for Girls

**2006 - 2013**

- 13 GCSEs - 7A\*'s (includes Maths, English, and Triple Science), 6A's
- 4 A levels - Biology (A), Mathematics (A), Music (A), Physics (B)
- 1 AS level - Chemistry (B)

## WORK EXPERIENCE

**Organisation:** Henry Stewart Talks **Dates:** June 2018 - November 2021

**Position:** Content Producer - Biomedical and Life Sciences

Production of online lectures and interviews for the Biomedical and Life Science collection, from introductory to advanced level. Management of around 200 lectures at a time from initiation to release, while working with shifting production priorities. Ensuring a steady release of lectures across all series, and the regular release of new series throughout the year - around 6 lectures and 3 interviews per month and 1 series every 2 months.

Key responsibilities:

- Identifying and commissioning leading academics and researchers to serve as editors for online lecture series, working with the editor on the series structure, producing the series outlined by the editor, and working with the editor as the series develops.
- Researching popular and leading subjects of interest in specific therapeutic and research areas and commissioning speakers to give a lecture on these subjects.
- Being point of contact for speakers, editors, and various teams in the company from first speaker contact to post-production processes.
- Commissioning, preparing, conducting, recording, and editing interviews and update interviews on a variety of topics including SARS-CoV-2, research and clinical interviews based on the speaker's field, and interviews to support undergraduate learning and career planning.
- Recording speakers' lectures whilst ensuring the best audio quality possible and providing technical support when required.
- Training other producers in recording and audio editing, and providing continuous support for audio and other technical issues to producers and other teams.
- Reviewing speaker presentations for image copyright issues and being point of contact for both the copyright team and the speakers.

Key achievements:

- Raising the audio quality for talks and interviews across all of Henry Stewart Talks by identifying common issues and how to solve them, training all producers in obtaining higher sound quality, creating better processes, etc.
- Working with the image copyrights team to create a better system for working on image copyrights.
- Updating various processes for producers to create better procedures across the whole production process.
- Participating in the planning for the addition of webinars to the collection, including commissioning the first three speakers, and leading the first webinar.

Other tasks:

- Training and providing continuous support to new producers.
- Various administration roles, such as creating and ensuring the return of signed contracts, sending recording equipment to each speaker, and processing payments for speakers and editors.
- Procuring Continuing Medical Education (CME) and Continuing Professional Development (CPD) accreditation for select lectures and series in the collection.
- Periodically following up with speakers to ensure that they are on track for providing their presentation, recording dates, release dates, etc.
- QA of series, lectures, and interviews on the website.

**Organisation:** Sainsbury's **Dates:** August 2016 – July 2018

**Position:** Customer Assistant

Key responsibilities:

- Working with a team to keep the fresh produce department stocked and clean.
- Answering customer enquiries and providing assistance when needed.

**OTHER RELEVANT INFORMATION**

- Travelling from November 2021
- Break from travel due to recovering from a concussion from March 2022 to August 2022