

Janka Neustupova

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Snr. Production Co-ordinator/ PM/ Researcher/ Filmmaker

Education

2012 – 2013 Bournemouth University

MA Directing Digital Film and TV – Merit

2009 – 2012 University of Portsmouth

BA (Hons) Film Studies – First Class Honours

Key Skills

- Administrative support during all stages of production/ post-production
- Skilled and efficient Snr. Production Co-ordinator/ PM
- Experienced researcher in factual story format
- Fact checking, script breakdown, script scheduling, budgeting
- Location filming/management (setting up shoots, equipment check)
- Self-shooter (Canon 600, Sony EX3, Panasonic 41, Panasonic HVX200).
- Avid Media Composer, Premiere, Photoshop, Movie Magic
- Language skills (Bilingual-English/Czech, Slovak, Spanish/Portuguese – conversational level)
- Academic background in Film/Media studies, production, filmmaking and research

TV and Film Experience

Apr 2016 – May 2016

Tattoo Disasters

Channel 5

Snr. Production Co-ordinator

- sourcing, booking and contracting: crew, kit, locations and supporting cast. In charge of call sheets, moving order, risk assessments, H&S. Managing cost manager and payroll.

Nov 2015 – Apr 2016

Hijacked

Channel 5

Snr. Production Co-ordinator

- sourcing, booking and contracting: crew, kit, locations and supporting cast. In charge of call sheets, moving order, risk assessments, H&S and working as a PM/1st AD on the location shoots when we are shooting drama reconstructions.

Nov – Dec 2015

TAM online viral

Room One Ltd

Production Manager/ Producer

- working as a part time PM/Producer on a Thoughts Around Me online viral for a start-up film/TV company. Managing and setting up the whole production and post.

Oct – Nov 2015

Carlsberg Commercial

Firecrackerfilms

Jr. Production Manager

- sourcing locations, crew and supporting cast, the project got postponed until 2016.

Sep – Oct 2015

Geordie Shore: Their Journey

Channel 5

Post Production Co-ordinator

- being in charge of all post paper work delivery and the delivery of the program following MTV guidelines.

Sep 2015

Various TV/Online Projects

the10group

Jr. Production Manager

- Sourcing, booking and contracting: crew, kit, and location. Preparing call sheets, moving orders. Managing smooth run of the production and the shoot.

June – Sep 2015

Rise - Philippines

Firecrackerfilms

Production Co-ordinator/ Post Production Co-ordinator

- researching, sourcing and booking: accommodation, travel, kit. Dealing with visa applications. Preparing call sheets, moving orders. Coordinating smooth run of the post – production and being charge of all post-production paper work.

May 2015

La Ronde Infernale

Firecrackerfilms

Production Co-ordinator

- researching, sourcing and booking: accommodation, travel. Preparing call sheets, moving orders.

**Feb 2015 – Apr 2015 Golden Years MoliFilms
Entertainment**

Jr. Production Co-ordinator

- pre-production and production responsibilities include: booking and sourcing – travel, SFX, Action Vehicles. Handling petty cash and expenses. Dealing with production insurance and risk assessments.

January 2015 Kicking Off (pick ups) Gaia Media Ltd

Production Manager

The feature film comedy 'Kicking Off' won THE BEST COMEDY at the 2015 Raindance film festival.

- managing pre-production and production for KO pickups and arranging the successful reshoot.

Sep - Nov 2014 Writer's retreat MoliFilms Entertainment

Production Manager

The Writer's Retreat is a LB feature film produced by MoliFilms.

- managing pre-production preparation before moving into production. When being in production supporting the producers and the line producer and managing the cast and the crew to assure that the production runs smoothly.

August 2014-Sep 2014 Freelance Position Mad Dog Casting

Casting Assistant

- sourcing and booking SA's for the major TV and Film companies, dealing with casting directors and producers.

**July 2014 Allies Summerwood
Media Ltd**

Post-production co-ordinator

- finalizing and coordinating all the post-production paperwork delivery.

June 2014 Allies Summerwood Media Ltd

Production Co-ordinator

The WW2 feature film Allies was filmed in summer 2013 to be finished in 2014.

- managing the filming schedule for pickups and arranging the successful reshoot.

May 2014

Freeman

Minnow Films

Transcriber/Translator

The Freeman is a feature length documentary about human trafficking in UK developed by Minnow Films for Channel 4.

- transcribing/ translating footage from Slovak/Czech to English.

Mar 2014-Apr 2014

Kicking Off

Gaia Media Ltd

Production Co-ordinator

The feature film comedy 'Kicking Off' was made for theatre release in Autumn 2014 and DVD release.

- pre-production responsibilities included: SA casting, location scout, booking travel and equipment, contracts, scheduling, obtaining filming permissions.
- production: managing the crew, location management, logistics, invoices.