

Jagoda Litkowiec

Assistant Producer

Production Manager / Assistant Production Manager



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Driving licence B, clean

PERSONAL STATEMENT

I'm a fully trained and experienced Assistant Producer and Assistant Production Manager who's working on becoming a Producer in the future. Considering my natural skills, personality and interests, with all my self-awareness and devotion, I chose a path of film, TV and commercial production management. I've gained my professional knowledge and first filming experiences in The Polish National Film, Television and Theatre School in Lodz, Poland. After 5 years of studying and working there, I graduated with a bachelor's and master's degree, and moved to Manchester, UK. Since then, I got my work experience in EMU Films Ltd., LS Productions Ltd., and Compulsory Ltd.. I also gained a lot of work experience as an Assistant Producer and Assistant Production Manager in Graffiti Films – one of the most relevant and recognizable Polish production companies. I think that my knowledge and experience from abroad are additional advantages that might introduce a fresh, new point of view and diversity to a project. As a person, I am a very ambitious, determined, open-minded, creative woman with a strong, positive attitude to life and to people. Those characteristics as well as my very good interpersonal and communication skills make me resilient, trustworthy and effective team player, who can easily fit into any role and face new challenges. In addition to team working, I am also trained and experienced as an efficient team leader. I'm a hard-worker with the strong passion, high motivation and will to create a really relevant, impactful, top-quality footage.

EXPERIENCE

Friend Productions Ltd – London, UK / Blackpool UK

Production Manager
Music video "Someone out there" Rae Morris
28/02/2018 – 03/02/2018

Responsible for all aspects of cast – contacting, signing release forms, payments, coordinating on set; working closely with the director regarding to cast issues. Involved in the pre-production process supporting the producer, especially in matters of catering and other supplies. Supported the producer on set in managing all the current issues and in supervising the work of the crew.

Compulsory Ltd. – London, UK / Manchester, UK

Production Assistant on set
Commercial Ultimate Boxer
27/11/2017

Responsible mainly for taking care of the current needs and issues on set, co-operating with the crew, signing contracts with the actors and ordering catering service.

LS Productions Ltd. – Manchester, UK

Production Assistant
Music promo "123 ABC" Tune-Yards
17/11/2017 – 22/11/2017

Assisted in the pre-production process supporting the producer; prepared the production documents: the recce schedule, the production schedule, the callsheet, the accommodation and transportation schedule. Took care of catering, accommodation and transport. Supported the producer on set in managing all the current issues and in supervising the work of the crew.

Graffiti Films Sp.zo.o. – Warsaw, Poland

Assistant Production Manager / Assistant Producer
Commercial Pepsi Winter Ice Party 2018/2019
27/07/2017 – 24/10/2017

In this massive, large-scale project, dedicated to 35 countries of Eastern Europe and Middle East, mainly performed all the duties of an Assistant Production Manager, but also assisted the producer in dealing with different issues and making some crucial decisions.

Assisted in managing all aspects of the pre-production and shooting. Responsible for the research of freestyle ice skater groups in Europe, contacting them and negotiating rates and terms and conditions of their performance in the commercial, contacting and supporting the chosen group of ice skaters from Belgium and France. Research and casting of figure ice skaters. Research of ice rinks in Poland and Eastern Europe. Assisted in casting process; responsible for the contact with all actors and their agents; negotiating actors' rates and terms and conditions of their contracts. Arranged accommodation and transport. Supported the process of booking members of the crew, and also ordering different services for shooting. Co-ordination of the work of the performers, cast and featured extras, also supervising extras co-ordinators and managing transportation schedule on set. Dealing with most of the current, unexpected issues and the client's requests during the shooting.

Graffiti Films Sp.zo.o. – Warsaw, Poland / Montalcino, Italy

Assistant Production Manager
Commercial WINIARY Tomate Frito (Nestlé)
14/08/2017 – 15/09/2017

Research of Croatian, Italian and Spanish service companies; negotiating all the terms and conditions of their potential work in the project. Responsible for sourcing and communication with all members of the Polish crew. Managed all the aspect of accommodation and transport for the crew members, the client and the creative agency representatives. Assisted in managing of some of the equipment and facilitation aspects.

Graffiti Films Sp.zo.o. – Warsaw, Poland
 Assistant Production Manager / Assistant Producer
 4 x Commercial WINIARY (Nestlé)
 27/07/2017 – 08/08/2017

Created all the production documents such as: the booklet, the callsheets, the accommodation schedule, the transportation plan, the crew list. Supported the crew in the office during the shooting.

Assisted the production manager in organizing and managing both the pre-production and the shooting period. Responsible for preparing the booklet, callsheets and transportation plan. Attended the PPM and prepared reports afterwards. Supervised the screen tests. Booked and communicated with all the members of the crew as well as all the suppliers. Contacted, negotiated and signed contracts with owners of the locations. Co-ordinated the work of the crew during the shooting days, dealing with sudden, unexpected issues, which required making quick, reasonable decisions.

Emu Films Ltd. – Manchester, UK
 Assistant Producer Trainee
 03/2017 – 07/2017

Involved in current office works (answering the phone calls, providing lunches etc.), mainly research. Attended location scouting within the area of Greater Manchester and Cheshire (organized by Creative England) – including taking and editing photos – for EMU Films data base. Helped with research for EMU Associates (commercial arm of EMU Films) – mainly of directors and DOPs from Poland.

The Polish National Film, Television and Theatre School in Lodz, Poland
 Producer / Production Manager
 13 Short films and multimedia projects
 10/2012 – 06/2016

Responsible for budgeting, scheduling, organizing and managing all aspects of film projects through to development, pre-production, shooting and post-production – including responsibility for all production documents like f.e. contracts, callsheets, clearances, reports, and any other paperwork. Organized location scouting and recces. Sourced a crew and cast. Ordered equipment, props, and facilities. During workshops (multimedia projects) honored to co-work with professionals like f.e. Ewa Braun, Andrzej Bartkowiak, Peter Zeitlinger, Witold Sobociński and many others.

The Polish National Film, Television and Theatre School in Lodz, Poland
 1st Assistant Director / Floor Manager
 15 Short films and multimedia projects
 10/2012 – 06/2016

Worked closely with directors and DOPs during the pre-production period and on sets. Co-ordinated and managed the work of the crew and cast. Involved in organizing logistics of a shoot, preparing callsheets and progress reports.

EDUCATION

The Polish National Film, Television and Theatre School in Lodz, Poland

Degree: Master of Art
Field of study: Film and Television Production Management
 2014 - 2016

During the two years of M.A. Course, studied the audio-visual aspects of contemporary culture, art and media transformation trends as well as electronic media aesthetics, to learn more about contemporary cinema, literary analysis, film promotion techniques, financing film production, taxation system, co-productions, film distribution, new media law, motivation techniques, cinematography policy, theatre management, promotion and advertising campaign organization.

The course provided not only the knowledge of Polish media industry but also about the situation of media and film industry in Europe and the rest of the World.

Title of the Master’s Thesis:

“The policy of supporting the film production in Poland and Great Britain and the co-production possibilities”.

The Polish National Film, Television and Theatre School in Lodz, Poland

Degree: Bachelor
Field of study: Film and Television Production Management
 2011 - 2014

B.A. Course provided a broad spectrum of general knowledge of film industry and electronic media enriched by practical skills. There were classes of basic economics, law, management, film and audio-visual arts, media communication and also culture and art history.

The general knowledge was supplemented by specific knowledge and practical skills. Attended courses on the history of cinema, screenplays analysis, basics of film and theatre directing, film and TV production technologies, art directing, the directing of photography, editing, management in film production, TV production economics and management, film production budgeting and copyright legislation.

The studies combined historical knowledge of film and TV with contemporary situation and recent achievements in the field of IT, but also a visual footage and sound registration techniques.

Title of the Bachelor’s Thesis:

“Specificity of constructing characters and relations between them in great British TV costume dramas on the example of “Downton Abbey”.”

COURSES ATTENDED

Creative England
 by Sue Ahern, Training Director,
 Creative People
 07/03/2018

Leading a Creative Business & Managing Effectively -
 - how to identify the characteristics that make successful leaders of creative businesses, including understanding personality types – one’s own, as well as others - How to hire the right people, and creating a complementary team; getting off on the right foot – the

Casting Networks Incorporated
05/03/2018

Be More Creative
Creative England
16/02/2018

RMIT University
11/2016 – 12/2016

importance of agreeing and monitoring objectives; giving and receiving feedback and dealing with underperformance

FastCapture Training

PR, branding & digital content. An effective pitching.

A workshop from the **Content Marketing Association (CMA)**, the industry association for marketing, publishing, advertising and social agencies - the best ways to approach and craft their marketing content; a practical masterclass from impact & performance expert **Ian Golding** on how to pitch your ideas and projects more confidently, convincingly and passionately

Art of Photography

BASIC SKILLS

- Proficient in: Microsoft Office, Movie Magic, Adobe Photoshop, Lightroom and Premiere Pro
- Budgeting and scheduling
- Management
- Photography

PERSONAL SKILLS

- Research; combining data into useful files
- Constant improvement of the knowledge of the international film and media industry
- Very good interpersonal and communication skills
- Creative problem solving and decision making
- Efficient team work
- Leadership
- Motivating and inspiring others
- Working under time pressure
- Good organization skills
- Fine negotiation skills
- Ability of quick adaptation to a new working environment; fast learner

LANGUAGE

- Polish (native)
- English

HOBBY

Passionate viewer of films and TV series. The love for period dramas led to the passion of historical dressmaking and sewing.
Interested in photography – both technical and artistic aspects.
Traveller in the free time.