

# RADVILE JAZDAUSKAITE, PRODUCTION COORDINATOR

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Production coordinator with a wealth of experience in setting up and managing large budgets, complex logistics and schedules. Has a can-do attitude as well as a strong communication and organizational skills.

## KEY SKILLS

- Working with tight deadlines, great organisational skills.
- Experience of managing complex logistics and setting up remote shoots.
- Experience of setting up covid-19 safe shoots.
- Strong budgeting skills - PMI and Excel.
- Confident setting up variety of contractual agreements, completing right to work checks, insurance checks.
- Experience setting up high risk and specialist shoots.
- Experience of handling floats and reconciling expenses.
- Experience of working with high-profile guests, presenters, producers and crew.
- Experience of working on a project deliverable to a high-profile client and an online streaming service.
- Broadcast compliance, post-production paperwork.
- Proactive approach and excellent team-work skills.

## WORK EXPERIENCE

### **BBC Studios NHU - Super Landmark Series**                      **Production Coordinator**                      **Sept '19-Present**

- Managing large episode budgets – forecasting, reconciling, balancing, etc.
- Organising remote shoots with specialist crews all across the world, working across several different time zones.
- Working to meet tight filming deadlines including complex logistics and a variety of contractual requirements completed to high BBC standards.
- Booking specialist crews and kit, maintaining good relationships with providers, negotiating rates when necessary.
- Ensuring visas, filming permits and other paperwork is in place prior filming.
- Organising contractual agreements whilst liaising with business affairs and legal departments.
- Working within policies set out by BBC whilst delivering the best value for money.
- Organising covid-19 safe shoots and logistics as well as following protocols on location.
- Supporting the crew on location - ensuring their safety and wellbeing.

### **BBC Studios NHU - Super Landmark Series**                      **VFX Production Coordinator**                      **Jun-Aug'20**

- Managing global communications and media deliveries between two offices in London and Los Angeles.
- Organising animation and previs reviews with VFX teams and respective editorial teams.
- Taking notes and distributing to relevant parties along with additional reference materials.
- Ensuring smooth communication across all teams and departments whilst meeting set deadlines.
- Distributing reference material and latest previs packages.

### **Fremantle Media - Boundless Productions**                      **Post-Production Coordinator**                      **Jul-Sept '19**

- Ensuring programme edits follow a strict edit schedule - meet viewing and distribution deadlines.
- Liaising with senior producers regarding viewings and edits - inputting the information into diaries.
- Ensuring post-production paperwork is submitted correctly, following company's compliance policies.
- Programme quality checks for Escape to the Country, I Escaped to the Country and Escape to the Perfect Town.
- Managing edit schedules - booking post-production facilities, editors, voice overs.

- Fremantle Media - Boundless Productions**                      **Production Coordinator**                      **May-Jul '19**
- Organising weekly shoots, providing support to the crew on location whilst liaising with the other crew for their upcoming shoot.
  - Organising accommodation that meets specific filming criteria, establishing relationships with providers and negotiating rates.
  - Liaising with talent and guests regarding their schedules and logistics, making sure their needs are met.
  - Working within budget restrictions to get the best value for money.
  - Organising and cross-checking kit before each shoot.

- IMG Premier League Productions - Preview**                      **Production Coordinator**                      **Aug '18-May '19**
- Responsible for organising and overlooking high risk shoots - stunt performances, drone filming indoors, filming from vehicles, filming in dangerous locations.
  - On-site crew support during filming in the areas of civil unrest.
  - Organised national and international shoots.
  - Responsible for budgeting, crewing, filming and post production for multiple projects at the same time - PL Preview, PL Netbusters, PL.com, PL Branded Content.
  - Liaised with high profile guests, agents and contributors.
  - Sourced locations, props and other creative solutions for shoots.
  - Drafted budgets for branded content projects.
  - Managed costs on daily basis - processing invoices, overtime, floats, float returns, credit card reconciliations.
  - Working with the assigned Production Assistant - supporting them in their skill development journey.

- IMG Trans World Sport**                      **Production Coordinator**                      **Jul-Aug '18**
- Looked after weekly release of the show - edits, voice overs, post-production paperwork.
  - Organised international and UK shoots - logistics, visas, expenses etc.
  - Tracked expenses and logged budgets.
  - Provided admin support to producers and the production manager.

- IMG Digital Clips - FIVB**                      **Production Coordinator**                      **May-Jul '18**
- Organised international self-filming assistant producer coverage for FIVB Volleyball Nations League 2018 (May-July) — organising four international deployments per week.
  - Provided 24/7 support to travelling assistant producers.
  - Was responsible for booking logistics and accommodation, creating carnets, requesting visas, drafting call sheets, managing costs, processing invoices and expenses, creating and finalising cost-reports.
  - Was liaising with IMG and FIVB VNL offices world-wide in terms of legal travel paperwork, accreditations, coverage specifications and local contacts for predators.

- IMG Premier League Productions - Studios**                      **Production Assistant**                      **Aug '17-May '18**
- Assisted in organising live reporter links covering weekly football matches from stadiums - working closely with producers and broadcast services to ensure smooth coverage; drafting schedules, liaising with talent, ensuring accreditations.
  - Responsible for organising shoots all across the UK - booking crew, logistics, kit, liaising with councils, film offices and football clubs regarding film locations and permits. Also responsible for completing call sheets and location agreements.
  - Voluntary member of IMG Green Initiative programme - working towards more sustainable production together with the team and individually with the head of productions.
  - Working within set budgets and managing reconciliations.
  - Part of the team establishing workflows to ensure freelance, legal and H&S compliances.
  - Logging music and image clearance.
  - Providing daily live studio support to six daily shows.

**Alaraby TV**  
**Alaraby TV Production**

**Production Assistant**  
**Runner**

**Jun '16 – Aug '17**  
**Mar-Jun '16**

### **TRAINING**

HETV Drama & Film Production Lab Masterclass (Screenskills)	2020
International Filming (BBC Studios)	2019
Safe Management of Production (BBC Studios)	2019
TV & Online Production Management Course (Weirdos & Creatives Collective Courses)	2019
Carbon Literacy Training (Albert BAFTA)	2018
Freelance Legal Compliance Training	2018
1st Aid Certificate (1st Option Safety)	2017
Producer's Foundation Certificate (Raindance Institute)	2016
Safe Management of Production (1st Option Safety)	2016

### **EDUCATION**

**BA Film and Television Studies Brunel University London (2.1)** **2013-2016**

Explored variety of forms and meanings in film and TV, was introduced to newest equipment and editing softwares. Was a member of Video Brunel and nominated for videographer of the year award. Was involved in various video and media projects