

Tish Piwowarek

Production Coordinator

📍 Hampshire (Outside M25)

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Profile

A proactive individual with a flair for problem-solving, organisation and negotiation, I transitioned to the screens industry in 2021 after ten years of operations management in the charity and leisure sectors.

Selected for an intensive Screen Skills production training programme, I developed my skills within several roles in unscripted TV, but my aim is to now become a film production manager, alongside occasional work as a supporting artist. I particularly enjoy being on location and am happy to travel abroad for projects, although am equally productive when working in the office. Hybrid working is preferred for London-based companies due to my current location.

Key Skills and Experience

- Travel and accommodation booking
- Data wrangling - Shotput Pro
- Location scouting and negotiation
- Silvermouse – ITV & BBC
- Evidence gathering for Albert
- Up to date DBS certificate
- UK based/European shoot logistics & call sheets
- Catering on a budget for up to 30 people
- Confident driver and over 25
- Release forms & copyright clearance
- Resourceful in finding props/equipment
- PMI proficiency - P.Os and expenses

Industry Credits - Film

Unit Production Manager - 'Double Kill' - Micro budget action feature (March 2025)

EMRJ Entertainment/ Director: Michael Hoad

Production Manager / 2nd AD - 'The Death of Us' – Crowd-funded psychological horror feature (February & April 2025)

Six Foot Under Productions/ Director: Annabella Rich

- Responsible for catering and travel arrangements, keeping within a tight budget
- Crowd wrangling and ensuring release forms completed
- Oversaw all continuity due to lack of production designer / art department

Production Manager - 'Mary Christmas' - Micro budget family feature (December 2024)

EMRJ Entertainment/ Director: Sam P Green

- Scouted all locations, coordinated logistics and managed on-site catering
- Supported the art department with dressing the set and setup of artificial snow scenes

Production Manager - 'Kraken' - Low budget period action/horror feature (October 2024)

EMRJ Entertainment/ Director: David Gregory

- Coordinated logistics and arranged five period-specific locations for night shoots in just 4 weeks of pre-production
- Accountable for data wrangling of all footage during the shoot

Production Manager - 'Mermaid Beach' - Micro budget family feature (September 2024)

EMRJ Entertainment/ Director: Rebecca J Fletcher & Sam P Green

- Scouted and arranged all exterior and interior locations for the film - five in total across 7 days
- Responsible for all catering and travel arrangements for 20 cast and crew on each location

Production Coordinator - 'Rumpelstiltskin' - Low budget medieval horror feature (March 2024)

Paranoid Android Films/ Director: Andy Edwards

- Made catering arrangements for 25 cast and crew across four locations, with 3 company moves in 10 days

Production Manager - 'A Woman Scorned' - Micro budget slasher feature (February 2024)

EMRJ Entertainment/ Directors: Rebecca J Fletcher & Michael Hoad

Production Assistant / 2nd AD - 'Tale of the Forest Unicorn' - Micro budget family feature (October 2023)

EMRJ Entertainment/ Director: Sophie Osborne

Production Manager - 'Misunderstood' - Crowdfunded short film (May - October 2021)

Nutty Traxx Films/ Director: James Brierley

- Took on a voluntary production role for a powerful short drama about the impact of bullying on autism
- Put together all contracts for cast and crew, including COVID management protocols
- Monitored costume and prop continuity, plus dressed the sets with props sourced or made by myself

Industry Credits - TV

Post Production - James Martin's Saturday Morning - ITV (August 2023)

Blue Marlin Television / Line Manager: Charlotte Browne

- Completed all Silvermouse documentation for over 30 episodes, including cue sheets and ITV copyright clearance

Production Coordinator - James Martin's Spanish Adventure - ITV (April - June 2023)

Blue Marlin Television / Line Manager: Charlotte Browne

Cookery travelogue; crew of 9 with presenter, travelling around Spain for 6 weeks

- Hit the ground running just 1.5 weeks before crew departed for Spain, ordering resources, setting up crew communication, and organising toll payment equipment for five production vehicles under my own initiative
- Created the call sheets and daily movement schedules, in collaboration with the editorial team out on location
- Successfully arranged all UK/Spain crew accommodation across 34 locations, sometimes at the last minute due to changes in the filming schedule
- Mapped out daily routes, scouted suitable catering options, and problem-solved low-emission vehicle restrictions

Production Coordinator - James Martin's Saturday Morning - ITV (August 2022 - April 2023)

Blue Marlin Television / Line Manager: Charlotte Browne

Studio cookery entertainment show: fixed rig with celebrity guests, filmed 'as live'

- Liaised professionally with all contributors, agents and talent
- Booked and scheduled accommodation / travel arrangements for crew and talent
- Given early responsibility to look after studio logistics in the absence of the production manager, with favourable comments from the crew for my calm and supportive approach when problems arose
- Ensured all release forms and copyright clearances were complete, clear, and correctly logged
- Built strong working relationships with regular transport providers, couriers and other contractors
- Multi-tasked in additional roles, including runner, data wrangler, even washing-up to assist the food team

Production Coordinator - Mysteries of the Faith - Netflix (July - August 2022)

October Films / Line Manager: Rebecca Duke

High end religion documentary with UK/local crew on international shoots

- Praised for my thorough, professional approach and for completing tasks ahead of deadlines
- Booked accommodation, transport and created call sheets for recces and filming in Spain/Italy
- Methodically processed invoices and purchase orders for PMI, including documents that had been previously missed

Post Production - Panorama: Inside the Boris Storm – BBC 1 (June - July 2022)

October Films / Line Manager: Martin Long

Scripted current affairs documentary report

- Full petty cash and expense reconciliation onto PMI
- Silvermouse paperwork (BBC)

Junior Production Coordinator - Building the Impossible: Lighthouses - Channel 5 (May - June 2022)

October Films / Line Manager: Karen Turner

Scripted factual entertainment; historical archive and expert focused

Production Assistant - The Repair Shop - BBC 1 (October 2021 - April 2022)

Ricochet / Series Producer: Rebecca McLaughlin

Unscripted factual entertainment; fixed rig; VT filming with split teams

Location Runner - daily contracts (Dec 2019 – September 2021)

- The Repair Shop / BBC 1 – Ricochet (3 weeks)
- Come Dine with Me / Channel 4 – ITV Studios (2 days)
- Love Your Garden / ITV – Spun Gold (2 days)
- Money for Nothing / BBC 1 – Friel Kean Films (4 days)
- Cash in the Spare Room / UKTV – Friel Kean Films (7 days)

Industry Training

Jun 23	Work Well - Addressing Unconscious Bias / Tackling Harassment & Bullying / Introduction to Mental Health Awareness	Screen Skills Online
Mar-Aug 22	Production Secretary Training Programme / Placement	Screen Skills
March 21	Introduction to Production Management	London Film Academy
Jan 21	Coronavirus Basic Awareness on production	Screen Skills Online
Oct 20	Step Up to Production Manager	Screen Skills Online

Other Employment

Dec 23 - Sept 24	Events Coordinator	Coordinated murder mystery dinner events at venues across the country. Data admin, customer service, venue liaison, casting, and marketing. Company struggling due to previous mismanagement: I streamlined operations and improved brand image.	Murder Mystery Events Ltd Woking, Surrey
Feb 18 - Aug 19	Operations Manager	Oversee strategy and daily operations of a charity hub project for adults struggling with social isolation. Budget responsibility over £100k. Manage staff team of five. Focus on improving structure, policies, and procedures.	Kingston Eco-Op Kingston, Surrey
Sep 16 - Oct 17	Franchise Team Coordinator	Coordinated and budgeted team logistics for Surrey Sports Park's professional sport franchises. Developed strong relationships with key departments, streamlined team administration, reviewed employment contracts, and implemented new systems.	Surrey Sports Park Guildford, Surrey
Aug 14 - Sep 16	Client Services Administrator	Managed bookings for the sports centre as main point of contact for clubs, schools, media, and members of the public. Responsible for account and database management, cost benefit analysis and preparing invoices.	Surrey Sports Park Guildford, Surrey

Formal Education

Jan 16 - Oct 16	Post Grad Certificate	Business and Management (Distinction)	University of Essex
Sep 00 - Jul 03	Degree	BSc (Hons) Psychology Major / English Minor (2: 1)	De Montfort University - Leicester
Sep 98 - Jun 00	A-Levels	5 A-Levels at grade level B-C	Godalming College - Surrey
Sep 96 - Jun 98	GCSEs	11 GCSEs at grade level A*-B	St Peter's Secondary School - Guildford