



# JAMIE BARTKOWICZ

## CONTACT

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🏠 North Hollywood, CA

## EDUCATION

### BACHELOR OF ARTS: FILM & VIDEO PRODUCTION

Minor: Advertising/PR

Grand Valley State University  
Allendale, MI

## HONORS & INVOLVEMENTS

### EVENTS COMMITTEE

Themed Entertainment Association  
2019 - Present

### G.E.M. (GOING THE EXTRA MILE) AWARD

NBCUniversal  
2019 & 2020

### ENTERTAINMENT IMPACT AWARD

Universal Studios Hollywood  
2018

## SKILLS & TALENTS

Event Planning & Coordination  
Construction Supervision  
Design Management  
Treatment Writing  
Creative Development  
Drafting  
Set Decorating & Dressing



## EXPERIENCE (RECENT)

### PHYSICAL PRODUCTION ASSET COORDINATOR

Walt Disney Studios | November 2021- Present

- Works with live action productions across Walt Disney Studios, 20th Century Studios, and Searchlight Pictures; managing all physical assets of shows
- Coordinates and works closely with production department heads on each show
- Handles paperwork for all sales agreements, asset transfers, and loans
- Collaborates across company to provide costumes and props for special events
- Manages the logistics, storage, and liquidation of assets after shows wrap

### CO-FOUNDER & LEAD INSTRUCTOR

The Essential Art Department | January 2021- Present

- Leads marketing efforts through all social media platforms and other outreach
- Manages resources and content creation for all courses and website materials
- Creates all graphics and marketing materials for social media and other platforms
- Acts as a lead instructor for various online courses and masterclasses
- Manages all client, vendor, and employee contracts and document control

### ASSOCIATE PRODUCTION DESIGNER (PROJECT)

Universal Studios Hollywood | September 2021 -November 2021

- Created new designs for annual holiday event *Grinchmas* at the theme park
- Art Directed scenic and prop crews on-site for all installs
- Worked directly under Production Designer to execute overall vision for the event
- Worked with entertainment operation partners to collaborate on stage show elements and character props to be used by performers
- Created graphics and artwork for various scenic elements for event

### PROP ARTISAN/ SET DECORATOR (PROJECT)

Universal Studios Hollywood | June 2021-September 2021

- Worked with Art Directors to execute overall vision for Halloween Horror Nights
- Researched and purchased necessary set decoration and prop assets
- Altered/fabricated prop & set decor assets as needed
- Coordinated the transportation and installs of assets at all project sites
- Tracked and documented prop & set decor assets from install to strike
- Worked with vendors and other departments on collaboration pieces & installs (SPFX, Scenic, Costumes, etc).

### SUPERVISOR, PRODUCTION DESIGN

Universal Studios Hollywood | February 2020 - August 2020

- Researched and procured scenic materials and assets for entertainment projects
- Created and distributed concept artwork & scenic design decks to all stakeholders
- Acted as on-site Art Director during project installs and strikes
- Assisted Art Director with design approvals for IP holders and vendors
- Communicated with vendors on scope of work and deadlines for deliverables
- Projects Included: Halloween Horror Nights (\$20 million creative budget consisting of 8 houses/mazes, 5 scare zones, 3 immersive food stands, 2 VIP areas, and 1 show)