




JAMIE BARTKOWICZ

CONTACT

 jamiemarenrose@gmail.com

 (586) 322-3276

 www.jamiemarenrose.com

 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



Photoshop



InDesign



Illustrator



Filemaker



Excel



AutoCAD

EXPERIENCE (SELECT)

PROP ARTISAN/ SET DECORATOR

Universal Studios Hollywood | June 2021- Present

- Works with Art Directors to execute overall vision for Halloween Horror Nights
- Researches and purchases necessary set decoration and prop assets
- Alters/fabricates prop & set decor assets as needed
- Coordinates the transportation and installs of assets at all project sites
- Tracks and documents prop & set decor assets from install to strike
- Works with vendors and other departments on collaboration pieces & installs (SPFX, Scenic, Costumes, etc).

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

SUPERVISOR, PRODUCTION DESIGN

Universal Studios Hollywood | Feb 2020 - Aug 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)

DESIGN COORDINATOR

Universal Studios Hollywood | Oct 2018 - Feb 2020

- Coordinated all communication and schedules for the Art Department
- Collected and organized research images and materials physically & digitally
- Organized and maintained all show set designs and concept art renderings
- Assisted Art Director with vendor bids, site walks, and IP holder meetings
- Projects Included: Halloween Horror Nights, Lunar New Year, Grinchmas, Holiday Park Decor, Holiday Special Events

PRODUCTION COORDINATOR

Universal Studios Hollywood | May 2015 - Oct 2018

- Organized and scheduled meetings with vendors and company partners
- Managed schedules, budget, and operation plans for entertainment events
- Created and distributed scope of work documents and vendor RFPs
- Created and maintained project asset matrix and filemaker database
- Projects Included: Halloween Horror Nights, Lunar New Year, Grinchmas, Holiday Park Decor, Holiday Special Events

JAMIE BARTKOWICZ

• Production Experience •

THEMED ENTERTAINMENT

Job Title	Title of Work	Company	Year
Prop Artisan	Halloween Horror Nights	Universal Studios Hollywood	2021
Asst. Art Director	Halloween Horror Nights	Universal Studios Hollywood	2020
Set Dresser	Holiday Event Space	Universal Studios Hollywood	2019
Art Supervisor	Grinchmas	Universal Studios Hollywood	2019
Art Director	Feast of Thrones	Independent	2019
Asst. Art Director	Lunar New Year	Universal Studios Hollywood	2019
Art Coordinator	Halloween Horror Nights	Universal Studios Hollywood	2018
Art Coordinator	Lunar New Year	Universal Studios Hollywood	2018
Production Coordinator	Halloween Horror Nights	Universal Studios Hollywood	2017
Production Coordinator	Lunar New Year	Universal Studios Hollywood	2017
Production Coordinator	Halloween Horror Nights	Universal Studios Hollywood	2016
Production Coordinator	Lunar New Year	Universal Studios Hollywood	2016
Strike Coordinator	Grinchmas	Universal Studios Hollywood	2015
Event Coordinator	Holiday Special Events	Universal Studios Hollywood	2015
Production Coordinator	Jabbawoockeez	Universal Studios Hollywood	2015
Production Coordinator	Nighttime Studio Tour	Universal Studios Hollywood	2015

TELEVISION EXPERIENCE

Job Title	Title of Work	Company	Director	Year
Set Dresser	Billboard Music Awards: The Weeknd	Bucket Pictures	Alex Lill	2021
Sr. Producer	performance	Themed Experience TV	Patrick Kling	2021
Art Director	TETV Specials	XRM Media	George Danno	2020
Production	110 Football (S 1)	Fiction Pictures	Josh Greenbaum	2015
Assistant	Burger King:			
Art PA	DC Kids Commercial	ILK Workshop	Ilana Marks	2015
Set Dresser	Ketch It N' Run (S 1)	KCET	Charlie Otte	2014
Set Decorator	Vireo	GVSU Promotions	Bobby Nielsen	2014
Art Director	The Grand Gatsby	GVSU Promotions	Bobby Nielsen	2014
Production	Laker for a Lifetime	New Wave Entertainment	Jay Chapman	2013
Assistant	Sinbad: Make Me Wanna Holla			

FILM EXPERIENCE

Job Title	Title of Work	Company	Director	Year
Scenic Painter	Killer Whales	Magpie Factory	Will Hamilton	2019
Set Decorator	Nothing and No One	Downpour Summer Films	Diante Singley	2018
Art Director	What We Keep	Downpour Summer Films	Diante Singley	2018
Art Director	Remote Capture	Downpour Summer Films	Diante Singley	2017
Art Director	The Mooks	Independent	Lewis Stone	2014
Set Dresser	The Listing	Mother and Midwife Pictures, LLC	Luke Jaden	2014
Art Director	C.O.R.P.S.E. Incorporated	Independent	Jamie Bartkovicz	2014
Art Director	Still	Independent	Jesse Routhier	2013
Art PA	Moths	Drop Drop Studios	Andy Fortenbacher	2013

JAMIE BARTKOWICZ

• Production Experience •

OTHER RELATED EXPERIENCE

Title	Company	Year(s)
Events Committee Member	Themed Entertainment Association	2019-Present
Marketing Manager	Themed Experience TV (TETV)	2020-Present
Mentor	Imagithon	2020
Mentor	Themed Entertainment Creative Workshop Series (TECWS)	2020
Social Media Manager	Hummingbird Athletics	2018-2019
Wedding Design Assistant	Independent	2014
Station Manager	Grand Valley Television (GVTV)	2012-2014
Intern	The Fake Factory (Florence, Italy)	2013
Intern	Grand Rapids Information Network	2013
Intern	Facets Multi-Media Inc.	2012

AWARDS & ACCOLADES

Title	Company	Year(s)
Going the Extra Mile (GEM Award)	NBCUniversal	2019 & 2020
Entertainment Impact Award	NBCUniversal	2019
I Am Grand Valley Leadership Award	Grand Valley State University	2013 & 2014
Best Comedy Film	Young Michigan Filmmakers Festival	2014
(Runner-Up) Best Film	Young Michigan Filmmakers Festival	2014

RELATED SKILLS

Photoshop	Microsoft Word	Script Coverage
Illustrator	Microsoft Excel	Event Coordination
InDesign	AutoCAD	Public Speaking
Bluebeam	Design Management	Team Management
Filemaker	Concept Development	Vendor Management

EDUCATION

Grand Valley State University Class of 2014	B.A. Film & Video Production Minor in Advertising & Public Relations
Florence University of the Arts Summer 2013	Internship Study Abroad Program Florence, Italy

REFERENCES

Casie Coddington Production Manager, Experiences Netflix	Cassie Lopez Art Director Laika, LLC	Marya Harrington Sr. Production Manager Viacom CBS
---	---	---