

# Ing. Jitka Baldwin

KŘÍŽKOVSKÉHO 1292/13, PRAHA 3, 130 00

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## Experience

### HEAD OF MEDIA PRODUCTION, MCCANN, Prague, 10/2017 - NOW

Responsible for supervising all film and video production for Agency production company. Ensured on-time and on-budget delivery for a broad range of clients and formats. Created production pitches for a TVC Production to select the right team for the client. Used complex financial knowledge and strong negotiation skills to advantageous contracts with suitable contractors. Hired A- class actors and celebrities for TV commercial and branded content production. Negotiated personally all deals and contracts.

- Tripled TVC production
- Produced original web and TV contact
- Negotiated contracts
- Ran all video production within the company
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### PRODUCTION, FREELANCE, MCCANN, PRAGUE, 10/2013 - NOW

[WWW.PROCOMA.CZ](http://WWW.PROCOMA.CZ)

Production on projects basis for local clients as well as for local branch of MCCANN - being fully responsible for producing and executing the digital content for clients such as VODAFONE and NOKIAN,. Cooperating mostly with local production and post-production facilities. The most important are TVC for client Aukro.cz and Parfums.cz . managed cross platforms projects for different media formats.

- Created production budgets.
- Produced TV and Web projects from concept to completion.
- Oversaw the brand redesign
- September 2015 - NOW cooperating exclusively with MCCANN Prague

### PRODUCTION MANAGER, FLAMESITE , PRAGUE, 10/2011 - 09/2013

[WWW.FLAMESITE.CZ](http://WWW.FLAMESITE.CZ)

Managed local and international productions for full-service studio specialising in postproduction for film and advertising, including 2D and 3D VFX.

- Created production budgets
- Produced TV and Web projects from concept to completion
- Created and edited contracts and documents for billing, managing extrenists
- Responsible for meeting production and postproduction deadlines
- Planned and managed the entire post process for a Czech feature film
- Worked with teams of eight to twenty people
- Communicated and negotiated with clients and suppliers

### PRODUCTION INTERN, BLUE VISUAL, PHILADELPHIA, USA 06 - 08/2011

[WWW.BLUEDESIGN.TV](http://WWW.BLUEDESIGN.TV)

Production Intern for Philadelphia-based production company. Supervised post production workflow, archiving jobs and media, and task management for TVC postproduction.

- Assisted the Executive Producer with day to day operations
  - Assisted with daily operations of Blue Design's post production studio
  - Organized and managed video, stock, and job archives
- PRODUCTION MANAGER, Blokworks, Praha, 02/2009 - 05/2011  
[WWW.BLOKWORKS.COM](http://WWW.BLOKWORKS.COM)

Produced corporate, interactive, and web projects for boutique interactive and new media agency as a freelancer on a project basis. Projects included marketing videos for České Radiokomunikace and corporate films for Vodafone and Škoda.

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- Created and managed budgets, including negotiating and paying contractors
- Organized casting, catering, security and transportation of people and technology
- Supervised production and post-production schedules

## PROJECT MANAGER, CIANT, PRAGUE 3, 2010 – 01/2011

[WWW.CIANT.CZ](http://WWW.CIANT.CZ)

Managed projects for International Centre for Art and New Technologies. Projects were funded by EU and local grants. Managed team of 5 people including artist and programmers

- Supervised teams of five people including artists and programmers
- Co-produced local events
- Fundraised and managed grant application process
- Managed website content

## Education

- MaiaWorkshops - Intensive Training for emerging European producers - Training has consisted of three one week workshops. Each of them had a different focus and took place across the EU states in order to support networking.
  - 1) Creative Aspects - Snagov, Romania, April 2016 (creative process in evaluating projects, script analysis)
  - 2) Legal and Financial Issues, Lodz, Poland, June 2016 (Co-production, financing funds and plans, negotiating)
  - 3) Marketing and Distribution, Sardegna, Italy, September 2016 (Business models, audience strategies, social media)
- Screen4All - Produce for New Screens, Augmented TV & NEW TECHNOLOGIES - October 2014
- Czech University of Life Sciences Technical Faculty -

### Trade and Business Dealing with Machinery - Master degree - Ing. 2012

Final exam: Accounting and Finance, Management and marketing,

- College: Accounting and Finance - 2006 - 2008 - distance learning – not finished
- High School: Communication Technology, Video and Sound Technology, Prague, 2005

## Skills

- English Language - Fluent communication
- Italian language - Basic communication, Intermediate understanding
- Czech language - native speaker
- Advanced Microsoft Excel
- Basic Adobe Photoshop, HTML, Wordpress
- Accounting systems including WinCont, Pohoda
- PC a MAC OS interfaces

## Courses

- English language exam - B2
- Drivers License 'B' - active driver in Prague since 2006
- Certified projectionist
- MS EXCEL for managers and economists

## Interests

Yoga, psychology, film, drawing, photography, new technologies, travel, my dog Hobo ...