

# AGATA ZMIJEWSKA



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## WORK EXPERIENCE



### Production Assistant Download Festival 2024

June 2024

- Office management and administration
- Coordinated logistics for vehicles, equipment, and key handling
- Managed accommodation and maintenance scheduling



### Festival Coordinator Cultural Exchanges Festival

October 2023 - April 2024

- Creative production
- Administrative proficiency including budgeting, marketing, and artist liaison
- Strategic planning for the festival and its launch event
- Booking of all necessary attendee travel & transfer requirements within budget
- Collaboration within an international team



### Event assistant and Bar Staff BRET Amsterdam

October 2022 to August 2023

- Managing the bar while events, bartending and table service in the restaurant
- Assistance in creation of a new marketing strategy, refining social media content and promotional materials
- Assisting in event planning, setup and teardown, logistics for refreshments, providing support to technicians and DJs when necessary



### Marketing Intern The Curve Theatre

January 2022-March 2022

- Running social media of a spectacle
- Designing of Tweets and Instagram captions
- Planning of the content calendar
- Creating visuals used to the promoting material



### Project Co-ordinator; Fix Your Fabrics Charity Event

#### De Montfort University

October 2021 - November 2021

- Overlooking all major planning aspects such as; financing, marketing and box office
- Liaising with the artists and venue
- Designing all promotional material and distributed across social media

### Event Co-ordinator; CHA CHA CHA, HA HA HA

#### Leicester Comedy Festival

February 2021

- Preparation of the promotional materials
- Marketing of the event on social media
- Secretary of meeting agendas and minutes

### Marketer of MEET.TheGambians and Researcher

Haarlem, Netherlands and Gambia

September 2022-January 2023

- Creation of the marketing strategy, creation of the marketing plan and analysis
- Running social media channels
- Delivery of the project internationally audience analysis

## PROFESSIONAL SUMMARY

A highly resourceful graduate in Arts and Festivals Management from De Montfort University, Leicester, with additional international experience gained during a year abroad at Inholland University of Applied Sciences in Haarlem, Netherlands where I studied Responsible Travel and Marketing. I am a certified Carbon Literate with a strong commitment to sustainability and a passion for creating and assisting in events that promote values of sustainability, innovation and diversity. My experience has equipped me with a diverse skill set to handle a wide range of tasks in various settings. I am ambitious, enthusiastic, and eager to learn new skills. Additionally, I am punctual, a quick thinker, and possess excellent communication skills, which enable me to effectively convey ideas and collaborate well within a team. I am highly adaptable, quickly adjusting to new environments and situations while maintaining a strong team-oriented approach.

## INTERESTS & SKILLS

- Designing and creating
- Movie editing
- Marketing and Digital Marketing
- Event Planning
- Promotion
- Excellent organisational skills
- Dance
- Travelling

## PLACEMENTS

### Placement with LCB Depot during the Format24 - Future Now Exhibition

March - May 2024

- Installation around the city
- Administration
- Assistance in selection of the Open Call
- Marketing
- Assistance in Design
- Writing the website texts
- Signage

## FREELANCE EXPERIENCE

### Enhanced Experience VIP Assistant Metallica M72 World Tour, Amsterdam and Warsaw

2023-2024

- Integral part of the Enhanced Experience team, contributing to the seamless execution of VIP packages
- Ensuring the success of the VIP experience, with responsibilities including ushering guests to seats or areas, extending warm welcomes, managing merchandise, assisting with check-in, facilitating backstage tours, and providing exceptional customer service

Reference:

Brittany Lamerton, Global Operations  
Coordinator  
We Are Super, London, United Kingdom  
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## EDUCATIONAL BACKGROUND



### Arts and Festivals Management with a Year Abroad, De Montfort University (First Degree)

Leicester, United Kingdom

2020-2024

#### 1st Year modules

Running and Promoting a Venue  
Cultural Event Design  
Creative Arts Manager  
Cultural Leadership

#### 2nd Year modules

Programming and Planning a Festival  
Arts and Communities Project  
Engaging Audiences  
Research Methods: Dissertation  
Research Methods: Placement

#### 3rd Year modules

Event Manager  
Arts Management Studio  
Dissertation  
Creative Enterprise and Placement



### Inholland University of Applied Sciences (Exchange Year 2023-2024)

Haarlem, Netherlands

Responsible Travel

Marketing in the Digital Age

## VOLUNTARY WORK

Work within Polish Charities as **WOŚP** during their music events (2016-2019)

Seasonal Assistant at **LCB Depot** - administration, events delivery, exhibition curation and launch events delivery (2023-2024).

Supporting various **ArtReach** events such as Re/thread or Refugee Day events (2024).

## ADDITIONAL EDUCATION

### State Music School, Primary Level

Sopot, Poland

2013-2016

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