# Art department

# **Alice Wintersteiger**

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With 9 years of experience in creative and organisational roles within the arts. I have a deep understanding of design principles, and period styles, while being a highly organised logistical problem solver. Please see my website for personal portfolio <a href="https://alicewintersteiger.me/">https://alicewintersteiger.me/</a>

#### **Experience:**

# Art Department Coordinator Sunbeam (Feature), May - Present (2025)

- Maintained construction, set dec calendars and set and strike schedules
- Kept detailed tracker for on-set Action Vehicles, Animals, and Dailies.
- Researched and sourced props.
- Handles clearance requests and admin for the department.
- Organised meetings and liaised with other departments when needed.
- Produced detailed departmental memos and breakdowns.
- Kept trackers for Set Dec and Graphic assets
- Organised transport and logistics of props and graphics deliveries.
- Managed the onboarding of dailies and payment, and payroll queries.

### Production Buyer / Action Props Buyer: Ithaca (Feature), October-December (2024)

- Sourced and procured props, furniture, and materials for both period-specific and contemporary sets through extensive knowledge of London-based hire companies and suppliers.
- Managed logistics, deliveries, and returns while staying within budget.
- Handled all account openings, buying calendars, and payment administration.
- Kept detailed weekly trackers and breakdowns of hero items.
- Liaised with standbys and the Art Director to create smooth and timely handovers and to answer any queries.

### **Props Department Coordinator:**

A Thousand Blows S1/S2 (Disney, The Story Collective) (2023–2024)

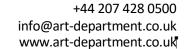
- Handled petty cash administration and created internal memos and calendars to streamline department workflows.
- Purchased materials and resources necessary for the props teams and makers.
- Liaised with accounts, set dec and locations as and when required.
- Kept up to date with changes to the schedule and script for department heads and chargehands.

#### **Clearance Coordinator:**

Culprits (Disney+) S1 (2021-2022) A Thousand Blows (Disney+) S1/S2 (2023–2024) Slow Horses S2 (Apple+) (2022)

Coordinated intellectual property integration across the productions.

- Negotiated brand deals with major stakeholders including TFL, Sony, Samsung, Harrods, Microsoft, and Getty, contributing to the series' visual identity and providing marketing benefits.
- Worked with external legal consultants to ensure all artwork, trademarks, and scripted content complied with Disney's/Apples intellectual property guidelines and was streaming-ready.
- Reviewed all period props for authenticity.
- Cleared archival footage and digital materials.
- Sourced large amounts of prop placement goods for use across the production.





#### **Narrative Shorts:**

LIV (Short Film) (2023) (Xu Fitx Ltd) Designer: Ishbell Mull

**Role: Assistant Art Director** 

February End Tomorrow (Short Film) (2023) (Pendragon Films) Designer: Elle Orvokki Role: Standby

**Art Director** 

#### **Commercials:**

Chivas Regal // Crystal (Form Productions Ltd) (2025) Designer: Adi Van Zyl Role: Petty Cash Buyer

KPMG "Pause for Thought" (Rocking Horse Pictures Ltd) (2025) Designer: Anna Keziah William Role: Props Assistant

4Creative "Honesty Box" (Biscuit Films) (2025) Designer: Ollie Hogan Role: Art Assistant

GEN-Z, (Channel 4), (2024) Designer: Georgia Shelton

**Role: Props Assistant** 

People's Postcode Lottery, (The Outsider Ltd) (2024) Designer: Georgia Shelton

**Role: Graphics / Seamstres** 

Wonka's Chocolate (2024) (Just SO.)

Role: Petty Cash Buyer

M&S Christmas Food, (Merman Ltd) (2024) Designer: James Hatt

**Role: Props Assistant** 

World of Tanks Holiday Ops (2024) Designer: Richard Brigdland

Role: Art Assistant

Samsung Obsessed (2024) (ITV) Designer: Georgia Shelton

**Role: Props Assistant** 

Project Cloud (John Lewis Xmas)(2021) (Smuggler) Designer: Nathan Parker

**Role: Art Assistant** 

# Music Videos:

Do You Miss Me?//Pink Pantheress (2022) (Warner Music UK) (Mindseye) Designer: Max Lincoln

Role: Art Assistant

Halfway//Mimi Webb (Sony Music Video) (2021) (Stink Films) Designer: Sarah Mursal

**Role: Art Assistant** 

#### **HETV:**

Stella (Pilot) (2021) (Backscatter Films, Finite Productions, Pinzutu Films)

**Designer:** Giorgia Lee Joseph

**Role: Art Assistant** 

Headhunter (2021) (The Nest TV Productions) Designer: Nina Bjerch-Andresen Art Director: Giorgia Lee

Joseph

**Role: Assistant Art Director** 

The Other One (S2) (BBC) (2021) (Tiger Aspect) Designer: Nick Bruin, David Role: Art Assistant

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#### **Events/Immersive:**

Microsoft//KPMG (2024) (Rocking Horse Pictures Ltd) Designer: Anna Keziah William Role: Art Assistant / Props Assistant

Hotel Mundial (2024) (FAB Events) (Immersive) Designer: Anna Keziah Williams Role: Art Assistant / Dressing Coordinator

#### Stills / Editorial:

**Demillier Fashion Editorial Shoot (2024)** 

**Role: Art Assistant** 

The Honeymoon (2021) (Feature Stills) (Tempo) Designer: Sue French

**Role: Art Assistant** 

#### **Production Designer/Art Direction:**

# **Commercials:**

More than a Cyclist "Blind Spot" (Very Good Film Company Ltd) (2025) Will Pope

Compton "Rates are Sexy" (2025) (One Giant) Joe Dives

Puma India (Stills) (2024) (ILK Film)

**Blueprint For All (2024) (Media Trust)** 

Transform (2024) (Greenlight Pictures)

Carwow (Stills) (2023) (Pavillion Works)

Jägermeister "Our History, Your Best Nights" (2022) (Amity Studios)

#### **Narrative:**

The Guilted Age (2024) (Mad Cow Films) Stine Hole Mankovsky

The Big Breakfast (2024) (Plan 9 Pictures)

Party Time (2023) (Pendragon Films)

Margaret (2023) BigBubbaStudio

### **Music Videos:**

Sold a Dream//A2 (2023) (Purple Silk)

Loss//Yvonne Shelling (2022)

S!CK Medley//Tyronne Isaac Stuart (2022) (BLK & STUDIO'S) Label: NEW SOIL LTD

#### **Education:**

- BA Digital Film Production (Design Specialism), Ravensbourne University (1st Class Hons)
- Hobs Academy: 3D Skills and Immersive Technologies

#### Skills:

- Props Sourcing & On-Site Dressing
- Warehousing & Cataloging Props
- Staff Coordination & Scheduling
- Budgeting & Administrative Support.
- Practical DIY & Tool Handling
- Driving License & Own Vehicle