



Gracie Steindl

PRODUCTION COORDINATOR/ ASSIST

A. Top Techs Management

E. Gracie.Steindl@outlook.com

M. 0448 449 157

PRODUCTION CREDITS

	CLIENT	COMPANY	DIRECTOR	PROD MANAGER	POSITION
2023	Nike (TVC)	Collider	Versus	Leilani Tomaszewski	Cast Coordinator
	Vaseline (TVC)	Photoplay	Jasmin Tarasin	Clare Delaney	Prod Assist
	World Vision (TVC)	Helium	Tracey Rowe	Ciara Hehir	Prod Coordinator
	Red Cross (Socials)	Home Prod Co	Henry Zalapa	Henry Zalapa	Prod Coordinator
	Watches of Switzerland	Beautiful Pictures	Brandon Weston	Gemma Hall	Prod Coordinator
	Google Pixel (TVC)	Exit Films	Ben Lawrence	Ilana Lazar	Prod Coordinator
	Optus (Corporate Vid)	Brick Studios	Daniel Fenech	Nicola Nossal	Prod Coordinator
	Leggo's (TVC)	Sweetshop	Kate Halpin	Celia Tulevski	Prod Assist
	Cosmetic Surgery	Ogilvy	Stewart Miller	Leilani Tomaszewski	Directors Assist
	Care Super (TVC)	Photoplay	Dropbear	Natasha Brockmeier	Prod Assist
	Nike (Stills)	Photoplay	Nwaka Okparaeke	Jacqui Kelly	Prod Assist
	Moo Moo (TVC)	Photoplay	James Chappell	Nikki Hardy	Prod Assist
2022	Armani	Beach House	Amber Grace Johnson	Amanda Yu	Cast Coordinator
	P&O Wave	Photoplay	Scott Otto-Anderson	Rachael Dore	Prod Assist
	TK Maxx (TVC)	Sweetshop	Damien Chatford	Christa Harter	Prod Assist
	Toyota (TVC)	Gemba	Boyd Hicklin	Luke Coulson	Prod Assist
	Telstra (TVC)	MOFA	Nick Kelly	Leilani Tomaszewski	Prod Coordinator
	Telstra (TVC)	Collider	Ben Briand	Rachael Dore	Prod Coord/ DA
	Juniper (Socials)	Home Prod Co	Henry Zalapa	-	Prod Manager
	McDonald's (TVC)	Photoplay	Sarah Adamson	Nikky Hardy	Prod Assist / DA
	Revlon (TVC)	Photoplay	Sarah Adamson	Rachael Dore	Prod Assist / DA
	Red Cross (TVC)	The Sweetshop	Jared Daperis	David Gannon	Prod Coordinator
	Fighting for Hakeem (Doco)	Sweetshop & Green	Matthew Bate	Erinn Stevenson	Prod Coordinator
	SESLHD (Socials)	Home Prod Co	Henry Zalapa	-	Prod Manager
	Zimmermann (Socials)	Photoplay	Gracie Otto	Rachael Dore	Prod Coordinator
	Medibank (Socials)	Home Prod Co	Henry Zalapa	-	Prod Manager
2021	Telstra (TVC)	Collider	Ben Briand	Rachael Dore	Prod Coordinator
	Energy Australia (TVC)	Buddy Films	Harry Sanna	Christiana Roberts	Prod Coord/ DA
	PepsiCo/ Gatorade (TVC)	Photoplay	Melvin Montalban	Rachael Dore	Prod Assist
	Department of Health (TVC)	BMF	Tim Bullock	Many Payne	Prod Assist
	Medibank (TVC)	Buddy Films	Harry Sanna	Rachael Dore	Prod Assist
	Commonwealth Govt (TVC)	Buddy Films	Harry Sanna	Danni Janus	Prod Assist
	Skydive Aus (Socials)	True Sydney	Chris Croker	Renee O'Flaherty	Prod Assist
	Samsung (Stills)	37th Degree (NY)	Mridula Amin	Emily Strange	Prod Assist
2020	G Flip (Music Video)	Film Exotic	Adam Kiers	Christiana Roberts	Prod Assist
	NRMA (Stills)	Pool Collective	Matthew Thorne	Christiana Roberts	Prod Runner
	Yellow Jack (Short film)	Other-Pictures	Harry Sanna	Christiana Roberts	Prod Assist



WORK EXPERIENCE

	ROLE	COMPANY	RESPONSIBILITIES
2020-	Production Assist / Production Coord (Freelance)	PhotoPlay, The Sweetshop, Home Prod Co, Exit Films, Beautiful Pictures, MOFA, Collider, Buddy Films, True Sydney, BMF, Film Exotic, Other-Pictures	<ul style="list-style-type: none">• Researching locations, transport, accommodation• Laying up talent, wardrobe, art department and PPM documents• Generating and distributing shoot schedules and call sheets• Booking and communicating with crew• Booking accommodation, flights and rental cars for interstate crew• Distributing and tracking petty cash and per diems for talent, producers, and crew.• Sourcing and purchasing props and wardrobe• Booking couriers and talent transport• Running wardrobe fittings• Sourcing and scouting locations• Organising appropriate permits• Booking, scheduling and communicating with talent and extras from pre-production to shoot
2020-	Photographer (Freelance)	Bumble, Bonds, Maya Hirasedo, Young Franco for Happy Mag, Sol Sana, From St Xavier x MET Museum (NY), Hatrick, Brix Distillers, DUTI studios, Groove Therapy, Mission Stiletto, Hydralight, McVities, House of Robert Timms	<ul style="list-style-type: none">• Press / Product/ Fashion/ Portrait Photography• Sourcing talent, locations, wardrobe• Set styling• Editing & Retouching Photos
2021	Casting Associate (Part-Time)	Citizen Jane	<ul style="list-style-type: none">• Directing talent for hero and feature roles for various client's TVC's• Researching and contacting organisations, community groups and individuals to source real talent suitable for specific jobs
2020 - 2021	Graphic Design/ Marketing Assist (Part-Time)	37th Degree (NYC)	<ul style="list-style-type: none">• Designing pitch decks• Graphic and typography design for social posts, interviews, music video and documentaries.• Researching, conceptualising and pitching creative ideas, marketing strategies and grants to senior creative producers, artist managers and record labels

EDUCATION

2019	Certificate IV in Graphic Design	Shillington
2014 - 2019	Bachelor of Business (Marketing & Accounting)	UTS
2013	Certificate IV in Dance	Ev & Bow

REFERENCES

Rachael Dore - Production Manager

TECHNICAL SKILLS

Photoshop
Indesign
Illustrator
Premier Pro (Video Editing)
Excel
Microsoft Office Suite
Jotform
Intercheck (Police Checks)
Google Docs/ Sheets