

NIC PRENTISS

Art Director | Creative Direction & Operations Coordination

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PROFILE

Creative leader and production operations professional with three years directing one of Nike's in-house art departments, from visual conceiving through shoot-day execution, paired with over five years of Production Design, Art Department Assisting, and producer support across film and commercial sets. Equally comfortable setting the creative direction for a campaign and running the operational systems that get it delivered: budgets, vendors, schedules, and the moment-to-moment problem-solving live productions demand. Brings both creative judgment and steady, detail-driven follow-through to fast-moving, high-stakes creative environments.

KEY SKILLS

- Concept development and visual/art direction for video, photo, and brand campaigns
- Budget tracking, purchase orders, vendor & contractor management
- Executive & calendar support: scheduling, travel coordination, meeting logistics, correspondence
- Multi-project coordination across overlapping, fast-changing timelines
- Cross-functional liaison between executives, creative teams, clients, and external partners
- Discretion handling confidential and high-pressure decisions
- Production logistics: call sheets, run-of-show, on-site/on-set problem-solving
- Proficient in Sketchup, TwinMotion, Revit, Adobe Suite, Google Suite, Figma, Miro

PROFESSIONAL EXPERIENCE

Lead Art Director | Nike, Portland, OR 2025 – Present

- Set and lead the creative/visual direction for video and content production shoots, from concept through final delivery, across multiple concurrent campaigns.
- Design and direct the execution of complex environmental design builds across products and campaigns.
- Act as the primary point of coordination between creative directors, producers, and cross-functional partners, keeping projects aligned and on schedule.
- Own department budgets, vendor relationships, and purchase orders, maintaining accountability for spend and asset tracking.

Art Department Coordinator | Nike, Portland, OR 2023 – 2025

- Coordinated daily logistics, scheduling, and supply needs for one of Nike's in-house art departments in support of the Art Director and creative directors.
- Managed calendars, meeting logistics, and communications for art department staff.
- Tracked budgets and processed vendor invoices, purchase orders, and managed complex sourcing planning.

Freelance Producer's Assistant | Commercial & Film, Portland Ongoing

- Provide direct support to producers, directors, and executive producers on commercial and narrative film sets, managing schedules, communications, and daily logistics.
- Coordinate travel, vendor bookings, and on-set needs under tight, frequently shifting production timelines.
- Liaise between production leadership, crew, and clients to keep fast-moving projects on schedule and on budget.

SELECTED PRODUCTION DESIGN & Art Department CREDITS

Production Designer:

"VANITY", Columbia Records (Music Videos) • "Wake Up Maggie" (Feature, 2025) • "A Home What Howls" (Theater Play) • Vyrro Launch Film (Commercial, 2025) • "Venomous" (Music Video, 2024) • Danner "Seasons" (Commercial, 2024) • "JOYTAZIA," Wieden + Kennedy (Short, 2023) • "15 To Sunrise" (Short, 2023)

On-Set Dresser / Props Assistant:

“Criminal,” Amazon Studios (TV Series, 2024) • “Twinless,” Dir. James Sweeney (Feature, 2024) • “Let’s Have Kids,” Prod. MRC (Feature, 2024) • “Cellar Door,” Prod. Lionsgate (Feature, 2023) • “Test Screening” (Feature, 2023) • Olipop & Miko brand campaigns (Commercial, 2023)