

# KJ BROWN

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## PROFESSIONAL SUMMARY

Production professional specializing in complex digital, commercial, documentary, and entertainment projects from development through delivery. Expert at resource management, monitoring communications, and end-to-end project ownership and strategic problem-solving. Trusted creative partner to acclaimed directors on Emmy and Cannes-winning campaigns for notable global brands. Proven ability to manage 10-15 concurrent projects while maintaining speed, organization, and clear creative partner communications under tight deadlines.

## PROFESSIONAL EXPERIENCE

### Director's Assistant / Production Lead | SMUGGLER, New York, NY | Feb 2020 - Present

- Lead pre-production on 50+ multimillion-dollar commercial campaigns including Budweiser Super Bowl 2024-2026, Dove (*Emmy nominated, Cannes Gold Lion*), and Sandy Hook Promise (*Emmy Award*); manage end-to-end including treatments, script edits, casting, as well as post-production workflows and communications
- Monitor all communications; action notes immediately and relay information across teams to minimize downtime
- Spearhead feature film development from concept through pitch delivery; conduct market research, write creative briefs, provide script coverage, and coordinate communication workflows with agencies and studios

### Production and Program Assistant | Big Bad Boo Studios, New York, NY | Jun 2019 - Feb 2020

- Coordinated social media strategy and digital content across platforms
- Coordinated script development and QC for award-winning TV shows including *The Bravest Knight* (*GLAAD Award*) and *16 Hudson* (*Telly Award*); managed deliverables between animation studios and contractors
- Coordinated 50+ celebrity shoots/interviews including concept development, talent booking, vendor coordination, crew onboarding, on-set crew management and talent handling, and post-shoot wrap documentation

### People for the Ethical Treatment of Animals (PETA) | New York, NY & Los Angeles, CA | Feb 2015 - Sep 2018

#### *Development Assistant, Film & Television Division | Mar 2018 - Sep 2018*

- Coordinated 50+ celebrity shoots/interviews including concept development, talent booking, vendor coordination, crew onboarding, on-set crew management and talent handling, and post-shoot wrap documentation

#### *Executive Assistant, Communications Department | Feb 2015 - Oct 2016*

- Supported SVP of Communications across Celebrity Campaigns, Animals in Film/TV, and PETA Latino divisions

### Executive Personal Assistant to Assistant Secretary General | UNICEF, New York, NY | Nov 2016 - May 2019

- Managed scheduling, communications, and project coordination for Assistant Secretary General Shanelle Hall
- Produced podcast pre-production including concept development for "We Need To Talk About This"

### Aperture Films | Irvine, CA | Jun 2013 - Feb 2015

#### *Production Manager | Promoted Aug 2014*

- Managed 10-15+ concurrent historical documentaries and educational projects from pre-production through distribution for clients including The White House, National Park Service, and Federal Trade Commission

#### *Production Coordinator | Jun 2013 - Aug 2014*

- Coordinated 50+ live action/animation projects including budgeting, scheduling and bilingual casting (Spanish)

## KEY PROJECTS

Associate Producer (with SMUGGLER): 'Just Joking' (*2024 Emmy Nominee*); 'Smugglers' (*2024 Cannes Silver Lion*)

Assistant Director: 'Nobody Lives in Brooklyn' (*Narrative Short*)

## EDUCATION

**Bachelor of Arts, Film and Media Studies | Bachelor of Arts, Spanish** | University of California, Irvine

## SKILLS

Project Management: Google Workspace, Trello, Notion, Slack, Frame.io | Digital Platforms: Instagram, TikTok, YouTube, Facebook, X | Technical: Adobe Creative Suite, Final Cut Pro, FinalDraft, Canva, Google Workspace, AI Prompting and Generation, Midjourney, Canva | Languages: Intermediate Spanish, Beginner ASL

## ACTIVITIES

Editing: Feminist Weekly Managing Editor (2014-2017) | Writing: Sketch 101 & 201, Upright Citizens Brigade | Community: SAGE Advocacy & Services for LGBTQ+ Seniors