

KJ BROWN

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PROFESSIONAL SUMMARY

Producer with **Associate Producer credits on an Emmy-nominated and a Cannes Silver Lion-winning campaign**, and a decade-plus track record providing **script coverage, creative briefs, and story development** alongside directors and executives across commercial, documentary, advocacy, and children's media. Runs writers'-room-adjacent workflows daily: tracking drafts and notes, managing calendars and call sheets, and keeping fast-moving productions on schedule. Also writes and directs original work, bringing a writer's eye to every room she's in.

PROFESSIONAL EXPERIENCE

SMUGGLER

Feb 2020 – Present

Associate Producer / Director's Assistant · New York, NY

- **Associate Producer** on **'Just Joking' (2024 Emmy Nominee)** and **'Smugglers' (2024 Cannes Silver Lion)**.
- 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.
- Own all production communications end-to-end; coordinate across director, agency, and post teams, track status across all concurrent projects, and ensure decisions are actioned and relayed immediately.
- Lead preproduction on **50+ multimillion-dollar commercial campaigns**, including **Budweiser Super Bowl (2024–2026)**, **Dove** (Emmy nominated, Cannes Gold Lion), and **Sandy Hook Promise** (Emmy Award) — managing end-to-end production including treatments, script edits, casting, and post-production workflows.

Big Bad Boo Studios

Jun 2019 – Feb 2020

Production and Program Assistant · New York, NY

- Produced award-winning children's TV content, including script development and QC for **'The Bravest Knight' (GLAAD Award)** and **'16 Hudson' (Telly Award)**; managed full production pipeline and deliverables across external animation studios and contractors.
- Oversaw social media strategy and digital content production across platforms for a kids' audience.

UNICEF

Nov 2016 – May 2019

Executive Personal Assistant to the Assistant Secretary General · New York, NY

- Produced preproduction, including concept development, for the podcast **"We Need To Talk About This."**

People for the Ethical Treatment of Animals (PETA)

Feb 2015 – Sep 2018

Development Assistant, Film & Television Division · Mar–Sep 2018 (part-time, with employer's permission) · NY & LA

- Sourced, onboarded, and managed crew across **50+ celebrity shoots**, including concept development, talent booking, vendor coordination, on-set management, and contractor and wrap documentation.

Executive Assistant, Communications Department · Feb 2015–Oct 2016 · NY & LA

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

Aperture Films

Jun 2013 – Feb 2015

Production Manager (promoted Aug 2014), previously Production Coordinator · Irvine, CA

- Built and managed budgets and schedules for **10–15+ concurrent documentaries and educational projects** from preproduction through distribution. Clients included **The White House, the National Park Service, and the Federal Trade Commission**.
- Evaluated and developed unscripted documentary content for distribution across government and educational platforms.
- Coordinated 50+ live action and animation projects, including budgeting, scheduling, and bilingual (Spanish) casting.

ORIGINAL WORK (See website for more)

- **'THIS BLOWS'** (Narrative Short) — Writer, Director, Producer.
- **'Nobody Lives in Brooklyn'** (Narrative Short) — Assistant Director.

EDUCATION

Bachelor of Arts, Film and Media Studies · Bachelor of Arts, Spanish — University of California, Irvine

SKILLS

AI & Emerging Production Tools: Higgsfield AI, Kling, Runway, Midjourney · Outskill AI Training Course Completion

Project Management: Trello, Notion, Slack, Frame.io, Microsoft Office, Google Workspace, Outlook

Digital Platforms: Instagram, TikTok, YouTube, Facebook, X

Technical & Productivity: Adobe Creative Suite, Final Cut Pro, FinalDraft, WriterDuet, Canva, Keynote, Pages

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