

# Kate Szekely

Creative Producer for Theater, Film & Television

(407) 813-4470

[keszekely@gmail.com](mailto:keszekely@gmail.com)

Orlando, FL

[www.kateszekely.com](http://www.kateszekely.com)

## PROFESSIONAL SUMMARY

Kate is a multi-hyphenate professional artist with a vast, inter-disciplinary skill set that includes arts administration, project management, and creative entrepreneurship. Kate thrives in fast-paced, collaborative environments that harness the best of what each individual on the team offers, to devise an artful, quality product.

## WORK EXPERIENCE

### Infinite Variety Productions, Bronx, NY — *Resident Producer*

2018 - PRESENT

- Manages each stage of project development
- Designs, implements & manages marketing - print, web & socials
- Grant writing & private fundraising (virtual and live events)
- Contract writing and legal oversight for company's IP
- Devising budgets for individual projects, seasons and multi-year

### Salons for Life, Jersey City, NJ — *Co-Founder & Creative Producer*

2021 - PRESENT

- Devising curriculum for an arts and wellness startup
- Artist liaison and communications
- Content design and management

### Independent Film Producer, Orlando, FL — *Producer*

2023 - PRESENT

- Contributes meaningful creative collaboration to exact a vision
- Creates budget, script breakdown, schedules & locations
- Facilitates communication between producers, cast & crew

## EDUCATION

### New York University, New York, NY — *BFA in Theater with Honors*

SEPTEMBER 2009 - DECEMBER 2012

## SKILLS

Strong communicator: verbal & written; active listener

Team leader/team member

Creative script notes

Production management, logistics & operations

Budgeting & Scheduling

proficiency with Google workspace, Asana/Monday, Microsoft and Canva

## NOTABLE ACHIEVEMENTS

**Bronx Council on the Arts Grant Recipient** awarded \$8200 for development of a play I produced for Infinite Variety Productions

**Guest Artist at the Florida State Thespian Festival** largest high school theater festival in the country

**Official Presenter at Smith College's Day of Inclusion and Diversity** presented a selection of work from Salons for Life

## LANGUAGES

English (Native Speaker)  
Spanish (advanced)