KATIE PEÑA-VAN ZILE

ARTS ADMINISTRATOR

502 939 2954 | kevanzile@gmail.com | LOUISVILLE, KY

EXPERIENCE

Line Producer

Actors Theatre of Louisville
Louisville, KY **2023 - Present**

Line Producer overseeing cross-departmental coordination for productions and community initiatives, with a focus on artist engagement, communications, and talent cultivation. Partner with Learning & Creative Engagement to design and facilitate accessible storytelling workshops. Contribute to accessibility services and new work development as a dramaturg, and independently produce The After Show Show, a late-night musical theatre and drag cabaret amplifying diverse voices.

Communications Coordinator

Down Syndrome of Louisville
Louisville, KY **2022 - 2023**

Responsible for the organization's communication efforts, including design, scheduling, and execution of print, digital, and social media. Website management and calendar updates. Responsible for effectively managing the organization's CRM database and supporting Development activities and fundraising events.

Puppeteer, Grant Professional and Marketing Coordinator

Kentucky Kids on the Block
Bowling Green, KY **2020 - 2022**

Researched and developed grant proposals. Maintained tracking systems for submitted proposals and fostered relationships with benefactors. Worked closely with program staff to ensure grant objectives were met. Wrote, edited, and published content to share on all social media profiles. Maintained branding and kept on top of the latest social media trends. Made media appearances on behalf of the organization. Successfully planned and executed six fundraising events a year.

EDUCATION

Western Kentucky University

Bachelor of Arts, Theatre
Minor: Arts Administration

2019 - 2022

Bluegrass Community and Technical College

Associate of Arts
Concentration: Theatre

2015 - 2017

EXPERTISE

- Theatre Producing
- Project Management
- Narrative Crafting
- Critical Thinking
- Fundraising & Development
- Accessibility Practices

SKILL

Admin
Willingness to Learn
Social Media
Enthusiasm
Hand-rod Puppetry
Code Switching
Flexibility
Optimism