

Kate McKenna

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TELEVISION PRODUCTION EXPERIENCE

On-Camera Audiences (Los Angeles) - Audience Coordinator (February 2015-present)

- Coordinate daily audience logistics including advance ticket distribution, audience direction into/out of the studio/sets, and strategic seat planning and organization.
- Serve as a liaison between show production staff and studio audience members
- Manage audience guest list, including VIP guests.
- Recruit and secure audience members on an as-needed, sometimes urgent basis.

DiGa Vision, LLC (NYC) - Office Production & Development Assistant (September 2013-December 2013)

- Assisted a team of Producers, Production Managers, and Executives with office and production tasks.
- Prepared network "one-sheets", researched and developed television shows, and pitched various original shows to Executives.
- Casted talent for programming through field research and casting.
- Completed general office tasks including shipping/faxing/phones.

Powderhouse Productions (BOSTON) - Casting Assistant (January 2011-July 2011)

- Completed daily research of projects and initiatives as assigned by Casting Directors and Producers.
- Casted talent for television shows via internet auditions and live casting sessions.
- Acted as Production Assistant on various casting sessions and television show shoots.
- Assisted in compiling headshots, resumes, and background research for actors.

Entertainment Tonight/The Insider (CBS Television) (NYC) - Production Intern (January 2010-July 2010)

- Assisted producers in the television studio and field location shoots.
- Coordinated communication and sent video footage via satellite between NYC and LA bureaus.
- Summarized story ideas from morning news shows, internet sites, and magazines and sent ideas to producers.

NU Stage Musical Theatre Company (Northeastern University/BOSTON) - Executive Producer/Historian/Webmaster, (September 2008-June 2012)

- Managed, wrote, produced, and performed in 60-minute stage productions with ~70 cast members.
- Created, controlled, and updated the group's website, Twitter, and Facebook accounts.
- Advertised and promoted the group's shows and auditions at special events.
- Performed multiple roles in group productions.

EDUCATION

Northeastern University - Bachelor of Arts: Communication Studies (January 2014)

Concentration: Media Studies / **Minor:** Music Industry

Student Groups: NUunplugged (group founder), NU Stage Musical Theatre Company, Pitch Please! A cappella (founding member), Rock Ensemble, Communications Club

INTERESTS/SKILLS

- Interested in TV comedy writing, screenwriting, playwriting, songwriting, TV development, TV/theatre casting, and production.
- Knowledgeable in MAC/PC, Microsoft Office, Pro Tools, Garage Band, social networking.
- Skilled in singing, guitar, piano, songwriting, stage directing, acting, improv, tennis, internet and media research.

ADDITIONAL EXPERIENCE

Windows on the Water at Frogbridge Day Camp (Millstone, NJ) **Server/Event Planner** (April 2014-January 2015)
Seaside Park Beach Control (Seaside Park, NJ) **Beach Badge Seller**, (May 2005-August 2011)
Husky Ambassadors (Northeastern University) (BOSTON) **Tour Guide**, (September 2010-August 2011)