

KIRA MARIE BRITT

SWISSARMYARTIST.COM

COORDINATOR | CLIENT-FACING PRODUCER | CULTURAL ORGANIZER

CONTACT INFORMATION

Phone | 845-689-6875

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Location | Ridgewood, NY

RELATED SKILLS

Experience producing events for 50–200+ attendees across galleries, festivals, and community spaces in NYC.

Event Production: Vendor & client coordination, floor plans, load-in/out, scheduling, budgeting, setup memos, run-of-show

Communications: Client relations, proposal writing, internal communications, marketing campaigns, partnership development

Media Tools: Adobe Creative Suite, Canva, Mailchimp, Google Workspace, Trello, Zoom, Microsoft Office

Creative Skills: Graphic design, video editing, visual storytelling, arts programming

AWARDS & EXHIBITIONS

- **City Artist Corps Grant Winner – Urban Bruja Artist Showcase (2021)**
- **Emmy Nominated / RFK Journalism Award – Our Cameras, Our Stories (2014)**
- **Garden of Reflections Solo Exhibition (2024)**
- **Art Showcase at The Buren – UP Magazine (2025)**

EDUCATION

SUNY New Paltz

Graduated 2017

BA Theatre Design & Tech

Minor in Film & Video Production

PROFESSIONAL EXPERIENCES

Special Events & Youth Programs Coordinator

Downtown Community TV Center (DCTV)

2022 - Present

- Coordinate logistics for DCTV's youth programs and public events.
- Act as primary contact for school partners and filmmakers; handle scheduling and communications.
- **Draft contracts, production schedules, and run-of-show documents.**
- Collaborate on **cross-promotional** campaigns and **event marketing**.
- Supervise technical setup for screenings, workshops, and festivals.
- Support **community engagement** and donor events
- Manage both **front of house** and **back of house** operations during all events.

Festival Producer | DOCUJAM Youth Film Festival

Downtown Community TV Center (DCTV)

2024 - Present

- Produced DCTV's annual youth film festival in partnership with The Paley Center for Media.
- **Oversaw festival branding**, filmmaker relations, and **venue coordination** from concept to completion.
- Managed **vendor relationships**, equipment **load-in/out**, and day-of operations for 200+ attendees.
- Drafted promotional copy, and **internal memos for cross-departmental coordination**.
- Cultivated **relationships** with schools and **sponsors** to expand the festival's **reach and impact**.

Creative Producer & Vendor Coordinator

Gothic Botany

2021 - Present

- **Founded** an art brand and **pop-up event platform** integrating visual art, retail, and experiential design.
- **Sell products** and **produce installations** at NYC markets including DBA Gallery, **Phoenicia Flea**, **Nefarious Confections**, and **Stolen Magnolia**.
- Coordinate vendor applications, floor layouts, and booth setups; manage transport and load-in/out.
- Develop proposals, **manage sales** transactions, and **maintain relationships with market organizers**.
- Oversee brand photography, design, and **client communications**.

Founder & Event Producer

Dead Petal Club

2025 - Present

- **Developed** a workshop series combining floral design, art, and positive social emotional learning.
- **Managed client inquiries**, proposals, and **venue bookings**.
- **Oversaw budget**, vendor contracts, and logistics for setup.
- Created branding, ticketing, and marketing strategies.
- **Hosted events** promoting creativity, connection, and community involvement.