

KATE LESTA // CURRICULUM VITAE

720-297-1670 // kate@cmky.org // www.katelesta.com

EXPERTISE

Project Management & Leadership

- 18+ years experience in creative, independent event and project production, curation and management
- Facilitating and steering large teams in complex and creative environments
- Excellent interpersonal communication and solution making abilities
- Systems thinking and collaborative governance
- Compassion, empathy & emotional intelligence

Production & Program Design

- Planning, design & execution of events from concept to completion
- Facilitating international cultural exchange
- Talent buying, scouting & sourcing
- Venue & assembly space management
- Planning, design & execution of large scale permanent or temporary interactive, immersive art & media installations
- Planning, design & execution of public assembly spaces
- Understanding of international building code & bureaucratic process with municipal entities
- Sourcing and development of music / multi media content for packaging and delivery through a diverse range of internet platforms
- Knowledge of live & studio sound systems, staging, backline, audio equipment, hardware and software

Administrative

- Grant writing, grant making, proposal development and evaluation, sponsorship and fundraising
- Accounting, bookkeeping & management of large multi-faceted budgets and funds
- Payroll, AP & AR
- Upkeep of operating permits & coordinate with city inspectors
- Social media and public relations, public presentations, press and copy writing
- Website development and content management
- Knowledge of WordPress, Woocommerce, CMS, Basic HTML, Google Suites, Microsoft Office, Xero, Quickbooks, Zendesk, Podio, Asana, Slack, Basecamp, Airtable, Teamgantt, When I Work

EDUCATION

1996-1998

Morna International College - Ibiza, Spain

KATE LESTA // CURRICULUM VITAE

720-297-1670 // kate@cmky.org // www.katelesta.com

EMPLOYMENT

2006 - Current

Freelance Creative Producer & Project Manager

San Francisco, California / Remote

*Project management, production and consultation – from concept to completion, and everything in-between. A selection of freelance projects is listed below under “**Selected Freelance Work Experience**”.*

February 2018 – Current

Show Manager

[Noise Pop Industries](#)

Leading independent music promoter

San Francisco, California

- Onsite concert management, including but not limited to artist & venue relations, settlement, staff leadership & post-event reporting

January 2017 – December 2017

Program Manager

[Gray Area Foundation for the Arts - Oakland Fire Fund](#)

Disaster aid relief management for disbursement of \$1.5M to 200+ applicants

San Francisco, California

- Collaboratively design aid relief disbursement program that reaches non legally bonded community members who would not be eligible for fund support from traditional disaster relief organizations.
- Case management for inquiries requesting funding
- Communications and assurance of sensitivity of data safety, respond in a timely fashion to inquires related to the fund via email and phone calls
- Process tax-related documentation needed for donors & create filing system for receipts and related documents of incoming and outgoing funding
- Assessment of needs of the community related to tragedy, Strategic planning for future of fund & assistance with database of contacts for future development
- Establish long term resiliency program, recruiting eligible leadership / management & collaboratively design process alongside new program manager

April 2015 – November 2016

Project & Operations Manager, Talent Buyer

[Meow Wolf](#)

Arts production company that creates immersive, multimedia experiences

Santa Fe, New Mexico

Installation, Construction & Capital Campaign Phase

- Oversee full time and contributing artists to ensure timely install within the perimeters of building code, allocated budgets, safety requirements and available resources
- Coordinate timeline for pre-fabrication and installation
- Facilitate Interdepartmental communication
- Ensure artist have needed materials and track expenses & submit budget reports to fellow

KATE LESTA // CURRICULUM VITAE

720-297-1670 // kate@cmky.org // www.katelesta.com

managing directors

- Coordinated 150+ volunteers, scheduling and placement
- Assist COO through out various complex scenarios to ensure completion and opening
- Produce special events for the public
- HR, payroll and accounts payable

Operations Phase

- Responsible for setting & maintaining the operational staff schedule, calling & running staff meetings, processing of payroll, and managing the operations budget
- Human Resources, on-boarding and training of operational staff
- Talent Buyer for live performance venue, working with the Events team to create a cohesive ongoing program, manage events & programming budget

December 2003 – May 2015

Creative & Managing Director, Founder

[Communikey](#)

Interdisciplinary organization dedicated to social, cultural and ecological innovation through creative process.

Boulder, Colorado

- Produce a wide range of events from concept to completion
- Responsibilities include all production functions including event concept, budget development and reconciliation, pre-production, on-site management and post-event production
- Manage artist, venue, media, and agency relations
- Develop & manage content for website & social media
- Source, capture, process & deliver high quality media from live events
- Cultivating a happy, resilient, and inspired team of 80 volunteers
- Grant writing, research, and sponsorship development
- Strategic partnerships with local and international industry partners and innovative institutions
- Work with team of 80 volunteers to oversee the coordination of all aspects of event management including pre-production, contract negotiation, transportation arrangement, hotel attrition/cancellation negotiations, artist management, technical requirements, and on-site management

October 2014 – May 2015

Event Coordinator

[The Studio \(Boulder\)](#)

Creative collaborative workspace & industrial chic venue

Boulder, Colorado

- Coordinate of all aspects of event management including pre-production, contract negotiation, technical requirements and on-site management.
- Work with a diverse range of clients to assist and provide with various needs across a spectrum of events, from weddings to art openings to parties for all occasions.

KATE LESTA // CURRICULUM VITAE

720-297-1670 // kate@cmky.org // www.katelesta.com

October 2009 – June 2015

Entertainment Visa Consultant

Communikey Artist Services

Artist-oriented visa service designed to help performing artists to navigate the US visa system
Boulder, Colorado

- Process information provided by artists and their management
- Prepare the necessary forms and supporting documentation
- Obtain the necessary union consultations
- Submit materials to USCIS, ensure that the petition is received and processed

September 2006 – September 2014

Operations Director

Decibel Festival

Music and digital arts festival
Seattle, Washington

- Collaborate with Executive, Finance & Technical Directors to smoothly direct various teams to present 150+ performances over 5 days within 12+ venues through the city of Seattle
- Manage all aspects of ticketing and customer service experience for 30,000 attendees
- Coordinate teams of 30 - 100+ volunteers
- Pre-production, on-site management and post-event production

July 2010 – July 2011

Assistant Talent Buyer

Z2 Entertainment

Entertainment management company operating multiple live concert venues.
Boulder, Colorado

- Under direction of Senior Buyers, collaborate to create a cohesive ongoing program
- Book local support for 400+ shows / year across 2 venues

November 2003 – July 2012

General Manager, Barista & Baker

Espresso Roma Cafe

Community oriented 30 top café serving fresh, short order breakfast & lunch with an in house from scratch bakery in addition to espresso, coffee, tea and smoothies

Boulder, Colorado

- Responsible for all staff needs including scheduling, on-boarding, continued training & HR
- Collaborate with Head Baker on menu development
- Manage inventory, ordering & stocking
- Analyze / control food and labor costs, process payroll, accounts payable and accounts receivable
- Manage cash register & credit card system, maintain daily banking and accounting
- Run counter operations including barista, bakery, short order & food prep
- Establish and maintain a warm, welcoming, and fun environment for staff and guests
- Coordinate with health inspector for annual visits and maintain establishment in accordance with health code requirements

KATE LESTA // CURRICULUM VITAE

720-297-1670 // kate@cmky.org // www.katelesta.com

SELECTED FREELANCE WORK EXPERIENCE

November 2009 – September 2010

Live Programming Director

[Biennial of the Americas](#)

International festival of ideas, art & culture

Denver, Colorado

- Curator and coordinator for "The Nature of Things" Live Performance Series and KidsPatch Creativity Lab
- Designed and produced 11 live multi media events featuring over 40 diverse internationally renowned artists
- Designed and produced 10 participatory children's workshops featuring 12 guest artists, with an on going creative lab open 7 days a week
- Managed all artists and participants involved in the series
- Coordinated scheduling, contracts, logistics, production & marketing efforts

June, annually – 2014 - 2015

Operations Director

[Boulder Block Party](#)

Annual music, food and culture gathering

Boulder, Colorado

- Collaborate with 15+ advertising agencies to design and launch an annual by invitation event for the boutique ad agency circuit and their clients in the Denver Metro Area
- Responsibilities include all production functions including event concept, budget development and reconciliation, pre-production, on-site management and post-event production

June 2009 – April 2012

Co-Director

Vice Verse

Collaborative cultural exchange project between Communikey (Boulder, USA) and Dis-Patch (Belgrade, Serbia)

United States & Eastern Europe

- Organize, manage & produce international tours featuring musical performances, video art, installation art, professional and children's workshops
- Apply for and manage private cultural funding designed to support shared collective experiences between disparate cultures

May 2008 – May 2015

Meeting Coordinator

[I.C.A.S. Network \(International Cities of Advanced Sound\)](#)

Global network of independent non-profit organizations dedicated to advancing sound cultures, music and related arts

Various International Cities

- Organize annual gatherings for network of 40 independent arts and culture organizations.
-