KILUSAN BAUTISTA

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PROFESSIONAL SUMMARY

Live events and arts management professional with experience across venue operations, production coordination, multidisciplinary public programming, and community partnerships. Skilled in coordinating cross-functional teams, managing front-of-house operations, supervising staff, troubleshooting in real time, and supporting safe, welcoming experiences for artists, clients, and audiences. Brings an artist's perspective and a community-centered approach to event execution, with longstanding ties to Brooklyn's cultural landscape.

CORE COMPETENCIES

Live Event Operations & Front of House • Production Logistics & Run of Show • Staff Supervision & Training • Interdepartmental Coordination • Artist, Vendor & Client Relations • Budget & Payroll Administration • Public Programming & Event Curation • Community Partnerships • Safety, Accessibility & Compliance • Post-Event Reporting

PROFESSIONAL EXPERIENCE

House Manager | Powerhouse Arts Center

Brooklyn, NY | March 2026–Present

- Coordinate on-site logistics for large-scale gallery exhibitions, fine art fairs, and community rentals, supporting smooth event operations and a positive visitor experience.
- Collaborate with ticketing and visitor-services teams to manage audience flow and resolve real-time operational issues.
- Supervise greeter and usher staff, reinforcing standardized procedures and compliance with New York State labor requirements.
- Prepare detailed post-event reports for organizational leadership to support operational follow-through.
- Selected events: Brooklyn Fine Art Print Fair; Conductor, an art fair for the global majority; Black Zine Festival; The Ark Exhibition.
- Hold FDNY F-04 Fire Guard certification for temporary indoor/outdoor places of assembly (April 2026–April 2029); completed professional development in anti-sexual harassment, ladder safety, and ADA/accessibility.

Cultural Arts Outreach Coordinator | Queens Public Library

Queens, NY | December 2022– December 2025

- Curated and managed multidisciplinary public programs at Flushing Library, coordinating event development, artist and vendor logistics, marketing assets, A/V support, and post-event operations.
- Helped strengthen Culture Bridge, a public programming series connecting library patrons with global artists, educators, historians, and social-justice advocates through performances and exhibitions in dance, theatre, music, poetry, and visual arts.
- Collaborated with artists, arts organizations, community stakeholders, elected officials, and internal administrative departments to deliver public programs for diverse audiences.
- Coordinated a three-month partnership with Roundabout Theatre Company, engaging more than 400 patrons through theatre intensives, performance workshops, Broadway field trips, and a culminating community showcase.

House Manager | Kings Theatre

Brooklyn, NY | January 2015–January 2019

- Hired and trained more than 60 guest-services ushers and administered staff enrollment in ABI MasterMind payroll; managed an annual budget allocation exceeding $300,000.
- Coordinated communication across production, box office, operations, security, food and beverage, and guest services during concerts and special events.
- Worked with vendors on front-of-house setup, merchandise, brand activations, and VIP experiences.
- Supported guest-services human resources and team culture, and improved staff work areas, including the guest-services office, locker rooms, and operations storage.
- Selected event experience included HBO filming of 2 Dope Queens, Real Deal Boxing launch events, a three-day electronic dance music festival, and industry concerts with Live Nation and Bowery Presents.

Venue Manager | New York International Fringe Festival

New York, NY | 2015 (Under St. Marks Theatre); 2016 (Alpha Omega Dance Theatrical Studio)

- Managed production load-in, venue setup, rehearsals, performances, and strike for a three-week Off-Off-Broadway festival featuring local, national, and international independent theatre companies.
- Resolved scheduling and production conflicts in accordance with festival policies, building requirements, and staff needs.
- Communicated with festival staff and community partners using Salesforce and provided weekly updates at all-staff meetings.

ADDITIONAL RELEVANT EXPERIENCE

- Brooklyn Academy of Music (BAM) — Theatre Usher; earlier experience
- Multimedia theatre artist and producer; MFA thesis production, CUNY Brooklyn College (2022)

EDUCATION

- MFA, Performance and Interactive Media Arts — CUNY Brooklyn College, May 2022
- BA, American Studies — University of California, Santa Cruz, January 2008

AWARDS & RECOGNITION

- Community Partnership Award — NYC Department of Education, District 79, Alternative Schools (2023)
- Actionist Fellow — Social Practice CUNY, a Mellon Foundation initiative (2021–2022)
- Outstanding Artist Award — Filipino American National Historical Society, Metro NY Chapter (2013)