

**PROFESSIONAL HIGHLIGHTS**

- Provided business management and community engagement with a focus on cultural preservation and equity for Emerging Arts Professionals/SFBA (EAP) and Arts for a Better Bay Area (ABBA), networks include three Bay Area counties and 2500+ arts and culture workers.
- Raised over \$500,000 for grassroots arts organizations from: the East Bay Community Foundation, The San Francisco Foundation, The Zellerbach Foundation, The William and Flora Hewlett Foundation, The Andy Warhol Foundation for the Visual Arts, and the California Arts Council.
- Created curriculum and built partnerships for photography intensive focused on understanding gentrification in the Mission Neighborhood, San Francisco; a catalog and online publication is to be released Spring 2015 to document these findings and connect resources.
- Provided guidance and recommendations to SolidariTEA as an Advisory Board Member; SolidariTEA's mission is "to support a more just, equitable, sustainable and joyful Bay Area, through the profits of our organic, bottled iced teas."

**PROGRAM/BUSINESS DEVELOPMENT**

**Arts for a Better Bay Area**

September 2015-Present

*Organizer*

- Coordinate Team of Stewards, Committees (Arts Budget, Cultural Space, Building Public Will, Operations, and Communications), and Coalition members (400+ arts and culture workers and supporters from small and large organizations)
- Produce regular Open Meetings for network knowledge sharing, to establish and create ABBA's annual policy and budget advocacy priorities
- Prompt vision aligned partnerships and outreach events/meetings to build ABBA's base; build working relationships with municipal staff and elected officials to imbed the value of arts in civic life
- Develop case study of ABBA's pilot project (Arts Budget Coalition, 2015) and on-going work through the Online Commons
- Manage organization operations and fund development with the support of the Operations Committee

**Emerging Arts Professionals San Francisco / Bay Area**

April 2016-Present

*Co-Director*

- Manage strategic planning and execution of programs and operations in collaboration with Co-Director; specific focus on developing the Fellowship program, fund development, and advocacy opportunities
- Grow EAP network engagement through California Arts Council State Wide Regional Networks Program to strengthen programming across the counties of San Francisco, Alameda, Santa Clara, and San Mateo
- Pilot shared leadership model to increase sector's capacity and leverage high turn over and enthusiastic volunteer base

*Network Coordinator*

July 2014-April 2016

- Produced Emergence 2016: Crafting Equity, Shifting Power, EAP's sixth annual network convening
- Manage the outreach and recruitment of Leadership Team members, Fellows and volunteers
- Execute administrative/operations of the organization, including contracting, fund development research and recommendations, tracking A/R and A/P, developing procedural manuals to record operations infrastructure, and recording/tracking compliance documents
- Connect participants using social media, meeting coordination, and by serving as a first point of contact for EAP/SFBA

**Oakland Creative Neighborhoods Coalition #KeepOaklandCreative**

June 2015-December 2015

*Co-Founder*

- Community organizing across Oakland focused on cultural and creative expression equity for low-income families, communities of color and under represented communities
- Facilitating community input meetings with coalition co-organizer, creating infrastructure for the long term growth and establishment of the coalition including communications, contact lists, fund development
- Strategic planning for the Coalition and for cultural & creative expression in Oakland, including short term and long term campaigns

**Housing Rights Committee of San Francisco**

February 2015-April 2016

*Office Manager*

- Conduct operations and staffing analysis to improve efficiency of the organization and staff management
- Manage Human Resources, operations, facilities, internal communications and community engagement through

- communications systems
  - Strengthen fundraising efforts, donor appreciation, contract reporting through establishing data entry protocols and collecting outcomes from staff
- Anti-Eviction Organizing Intern** September 2014-February 2015
- Draft action Press Release and Press pitches; Outreach to tenants and community members for participation and buy-in to rally's/organizing actions
  - Outreach for voter turnout; campaign data entry, volunteer, and voter outreach) for Prop G, in San Francisco's 2014 election
  - Research and arrange event space rental for Housing Rights' Fall 2014 Fundraiser

**Pro Arts, Oakland, CA** May 2012-August 2014  
**Administrative Gallery Coordinator**

- Provide prompt quality resource service for over 500 artists, through publishing and maintaining an Artist Services web page to accompany existing website; and creating professional development events for artists and members
- Facilitate long-term outreach partnerships with over 30 businesses and arts groups to build support of arts in the region, public and private events, targeted email/print/phone communications, and community meetings
- Coordinate business development strategies, including setting up accounts to accept mobile payments, streamlining membership communications and contract systems, facilitated membership benefit partnerships with local businesses
- Establish donor and patron tracking system and communication procedure manual
- Manage membership database with over 5,000 records, including artists, patrons, donors, and partners; created reports for email, mail, and phone communications

**Center for Art and Public Life, California College of the Arts, Oakland, CA** August 2011-April 2012  
**Operations Assistant**

- Streamline communications between program stakeholders, including calendaring Director meetings, attending administration meeting, and booking meetings in Center conference room
- Coordinate Center events, including room/location preparation, recommending supply vendors, and communication between all crucial parties
- Support administrative processing of work study students and department staff around hiring, program expenses, and program resources

### ENGAGEMENT & YOUTH DEVELOPMENT

**Youth Art Exchange (formerly Out of Site: Youth Arts Center), San Francisco, CA** Summer/Fall 2014  
**Photography Internship Teaching Artist**

- Facilitate student and stakeholder discussions around gentrification in the Mission, including group and individual interviews with Mission residents, business owners, and organizations; connect students to community partners working in the Mission neighborhood of San Francisco
- Develop PR for exhibition and project; Maintained class supplies budget; Mentored students in developing a culminating photography exhibition at Incline Gallery, Adobe Backroom Gallery and SOMArts Cultural Center

**Mixed-level Black and White Analog Photography After School Teaching Artist** December 2009-July 2014

- Co-developed and implemented mixed-level black and white photography curriculum, including daily and 8-15 week long lesson plans, with an emphasis on technical and creative practices
- Facilitated group discussions and community building activities; mentored students who needed extra attention with one-on-one photographing and darkroom instruction

**Rock Paper Scissors Collective (RPSC), Oakland, CA** June 2009-November 2012  
**Community Collaborations and Youth Program Director**

- Organize a business strategy with funding outlines, managed the 501c3 tax exemption status process, proposed a Board of Directors manual and admin/finance protocols
- Coordinate and submit funding proposals for all department programming, resulted in over \$80,000 awarded for supplies, teaching stipends, program management and overhead
- Instituted contracts for artists and partner organizations; managed program expenses, invoices, and developed annual program budget; coordinate with bookkeeper and fiscal sponsor to track overall organization budget, funding proposals and financial statements/health
- Developed hiring methodologies to find appropriate instructors for Community Collaborations programs
- Developed collaborative projects with up to 40 local organizations, non-arts businesses, public schools, 15 artists and up to 100 volunteers; scheduled instructors and classes with no interruptions to other RPSC programs; directed the successful completion of 20+ events and partnerships
- Implemented youth intern curriculum and coordinated intern tracks within RPSC's programs

## AFFILIATIONS

<b>KONO (Koreatown/Northgate) Community Benefit District</b> Board Member	March 2014-Present
Facilitated Strategic Planning Retreat	July 2014
<b>Oakland Makers</b> Core Member	May 2014-Present
<b>Alameda County Adult Leadership Academy, Alameda County Administrators Office</b> Academy participant	March 2014
<b>SolidariTEA, Berkeley, California</b> Advisory Board Member	December 2013-April 2015

## EDUCATION

<b>California College of the Arts, Oakland, CA</b> Bachelor's of Fine Arts, Field of study Community Arts, Textiles and Photography Honorable Distinction	May 2011
Awards include: Center Student Grant Award of \$1,500 for Family Portrait project in Western Addition, SF (2010); Creative Achievement Award (2007-2011)	

