

## **MEMORANDUM**

**TO:** City Council Members

**FROM:** Office of the Mayor

**DATE:** September 19, 2025

**RE:** Reappointment of Two Members and Appointment of Three New Members to the Cultural Affairs Commission

The Mayor's Office respectfully requests that City Council consider the reappointment of two current members to the Cultural Affairs Commission, whose terms expired on September 30, 2025, as well as the appointment of three new members to fill existing vacancies.

The Cultural Affairs Commission continues to play a vital role in promoting and preserving our city's rich cultural heritage through careful oversight of arts programming, cultural events, and community engagement initiatives.

### **Proposed Actions:**

- Reappoint two qualified commissioners for new terms
- Appoint three new members to fill vacant commission seats

**Next Steps:** The Mayor's Office will present both the reappointment and new appointment recommendations at the next Council meeting. We greatly appreciate any support you can provide in expediting this process and welcome the Council's prompt consideration of these appointments and reappointments.

Profile

Jim

First Name

Santi Owen

Last Name

Pronouns

He/Him

Email Address

Street Address

City

Suite or Apt

State

Postal Code

What City Council district do you live in?

☒ District 1

Primary Phone

Alternate Phone

Jim Santi Owen Music, Inc.

Employer

Principal

Job Title

Which Boards would you like to apply for?

Cultural Affairs Commission: Submitted

Interests & Experiences

**Please tell us how your qualifications and participation will relate to the requested board and/or commission's mission.**

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My name is Jim Santi Owen. I am a professional musician, producer, educator, and grant maker with a specialty in North and South Indian percussion, cross-cultural artistic collaborations, and childhood music education. I have lived in the Bay Area since 1991, with the majority of my time as an Oakland resident (West Oakland, Grand Lake/Rose Garden, and the Oakland/Emeryville border), and I am proud to have five generations of family history in Oakland dating back to the 1880s. I previously served two terms (six years) as Chair of the Funding Advisory Committee (FAC) of Oakland's Cultural Affairs Division. Prior to that, I served a three-year term with Zellerbach Family Foundation's Community Arts Program, and have served as a panelist for the San Francisco Arts Commission, and Oakland Unified School District's Visual and Performing Arts Grant Program. These experiences deepened my understanding of equitable cultural investment and the urgent need for strong advocacy on behalf of artists and arts organizations. During my six-year tenure as Chair of the FAC, I became intimately familiar with the challenges facing individual artists and organizations as they competed for limited resources in a chronically underfunded Cultural Affairs Division. As the current Vice-Chair of Oakland's Cultural Affairs Commission, I have witnessed these challenges intensify in recent years as the cost of living, displacement, and economic instability have placed additional pressures on Oakland's cultural ecosystem. I am seeking reappointment because I remain committed to advocating for sustainable funding, equity, and support for the arts in Oakland. I believe my long history of service, coupled with my professional experience as an artist, educator, and grant maker, uniquely position me to continue contributing to the commission's vital work. My goal is to help ensure that Oakland's artists, culture bearers, and creative organizations not only survive but thrive, so that our city's diverse communities continue to be reflected, celebrated, and uplifted through the arts. Thank you for your consideration. I would be honored to continue serving the City of Oakland on its Cultural Affairs Commission.

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***Please submit your resume or curriculum vitae. You may upload a document. (A Word format is preferred.) Alternatively, you may paste the text of your resume in the field provided below.***

[Jim Santi Owen -  
\\_Bio\\_and\\_Resume\\_-\\_2025.pdf](#)

Upload a Resume

**Please paste the text of your resume or curriculum vitae below.**

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I [REDACTED] CA 94610 USA / [REDACTED]  
[REDACTED] Santi Owen is an American  
p [REDACTED] ased in the San Francisco Bay Area.  
Drumming since the age of eight, Owen began an intensive training in the North Indian percussion instrument tabla in 1991, studying under Pandit Swapan Chaudhuri at the Ali Akbar College of Music, the California Institute of the Arts, and in India. In 1995, Owen began studying South Indian percussion instruments including mridangam, ghatam, kanjira and morsing with master percussionist T.H. Subash Chandran, and the temple drum, thavil, with K. Sekar. At Cal Arts, Owen studied Jazz with Charlie Haden, James Newton, and Tootie Heath and African drumming and dance from the Ladzekpo Brothers. He studied North Indian music and tabla accompaniment from Ustad Ali Akbar Khan and the art of accompaniment for the North Indian dance known as Kathak from Pandit Chitresh Das. Owen holds a Bachelor's of Humanities from New College of California and a Master's degree in World Music from California Institute of the Arts. He served as the Music Director for the San Francisco World Music Festival from 2009 to 2014 and is on faculty at Dominican University, The California Jazz Conservatory, LINES Ballet School, the California Institute of the Arts, and the Ali Akbar College of Music. Owen served a 3- year term as a panelist on the Zellerbach Family Fund's Community Arts Panel, sits on arts panels for the San Francisco Arts Commission, and is Co-Chair of Development for the Swapan Chaudhuri Foundation. He served for six years as Chair of the Funding Advisory Committee for the Cultural Affairs Division of the City of Oakland and currently serves as Vice-Chair of the Cultural Affairs Commission of the City of Oakland. Owen's work as a composer/producer is featured on Meta's (Facebook's) Sound Collection which has released over 150 of his original and traditional world music tracks highlighting

Jim Santi Owen



the classical music of North and South India, folk musics of Rajasthan and Bengal, traditional music of Ghana, and classical traditions of Iran and the Middle East. As CEO of Jim Santi Owen Music, Inc., he managed a six hundred-thousand-dollar budget from Facebook to produce these tracks. His music has been used on Facebook and Instagram for over 16 million reels and other user generated content. Jim Santi Owen has performed extensively with world-class musicians from a myriad of cultural and musical backgrounds. These include his gurus, Pandit Swapan Chaudhuri, Subash Chandran, and K. Sekar with whom he performed both in India and the U.S. Other internationally renowned artists with whom Owen has performed include Pharoah Sanders, Hamza el Din, Shenkar (L. Shankar) Stanley Jordan, Pandit Chitresh Das, Steve Smith, Terry Riley, Yair Dalal, Alam Khan, Bikram Ghosh, Ganesh Kumar, George Brooks, Jai Uttal, Myra Melford, Alessandra Belloni, Gamelan Sekar Jaya, Kyaw Kyaw Naing, Rova Saxophone Quartet, and Omar Sosa. As Music Director for the San Francisco World Music Festival, Owen directed a Youth World Music Orchestra and collaborated with master musicians from China, South Korea, Tibet, India, Spain, Uzbekistan, Kyrgyzstan, Uganda, Burkina Faso, Mali, Azerbaijan, and Burma, and indigenous musicians from the Thao culture of Taiwan and the Costanoan Rumsen Ohlone Tribe. In 1999, Owen received a fellowship from the American Institute of Indian Studies (A.I.I.S.), which enabled him to spend two and a half years living in India conducting research on classical and folk percussion ensembles. During this time, Owen was based alternately in Kolkata and Chennai but traveled extensively throughout India to document drumming traditions in Kerala, Uttar Pradesh, Rajasthan, and West Bengal. In addition to the A.I.I.S. fellowship, Owen has been multiple grants from the Zellerbach Family Fund, a fellowship from The National Gugak Center of South Korea, an Isadora Duncan Award, a Black Box Award from the SF Weekly, and numerous grants to support his work as Music Director of the San Francisco World Music Festival. As an educator, Owen has extensive experience working with students ranging in age from pre-school to the post-graduate level. Trained and certified in an approach to children's music and dance education known as Orff-Schulwerk, Owen has taught music to children in numerous schools throughout California and around the world including Synergy, the San Francisco School, Park Day School, Marin Country Day School, and the Greenwood School. He has taught master classes for youth and adults in Hong Kong, Spain, China, and India. Owen is on faculty at Dominican University, The California Jazz Conservatory, and the Ali Akbar College of Music. Selected Employment: 2023-Present Vice-Chair, Cultural Affairs Commissioner, Cultural Affairs Department, City of Oakland, Oakland, CA 2021 California Institute of the Arts, World Music Faculty, Valencia CA 2018-Present Jim Santi Owen Music, Inc., President and CEO, Oakland, CA 2015-2018 Park Day School, Middle School Music Director, Oakland, CA 2009-2014 Music Director, San Francisco World Music Festival, San Francisco, CA 2010-Present Faculty, The California Jazz Conservatory, Berkeley, CA 2006-Present Dominican University, LINES BFA Program, San Rafael, CA 2001-Present Ali Akbar College of Music, Faculty, San Rafael, CA Selected Education: 2003-2005 California Institute of the Arts, MFA in World Music Performance, Valencia, CA 2002-2003 New College of California, BA in Humanities, San Francisco, CA 1991-Present Ali Akbar College of Music, Ongoing Study of North Indian Classical Music, San Rafael, CA 1995-2001 Mills College, Orff-Schulwerk Certification, Oakland, CA

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**Please click the acknowledgement below.**

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**Service on City of Oakland boards, commissions, and committees may require filings of the FPPC's Statements of Economic Interest (Form 700). Upon appointment and determination of filing status, I will comply with all filing obligations.**

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☒ I Agree \*



## ***Jim Santi Owen***



*Jim Santi Owen is an American percussionist, educator, producer, and performer based in the San Francisco Bay Area. Drumming since the age of eight, Owen began an intensive training in the North Indian percussion instrument tabla in 1991, studying under Pandit Swapan Chaudhuri at the Ali Akbar College of Music, the California Institute of the Arts, and in India. In 1995, Owen began studying South Indian percussion instruments including mridangam, ghatam, kanjira and morsing with master percussionist T.H. Subash Chandran, and the temple drum, thavil, with K. Sekar. At Cal Arts, Owen studied Jazz with Charlie Haden, James Newton, and Tootie Heath and African drumming and dance from the Ladzekpo Brothers. He studied North Indian music and tabla accompaniment from Ustad Ali Akbar Khan and the art of accompaniment for the North Indian dance known as Kathak from Pandit Chitresh Das. Owen holds a Bachelor's of Humanities from New College of California and a Master's degree in World Music from California Institute of the Arts. He served as the Music Director for the San Francisco World Music Festival from 2009 to 2014 and is on faculty at Dominican University, The California Jazz Conservatory, LINES Ballet School, the California Institute of the Arts, and the Ali Akbar College of Music. Owen served a 3-year term as a panelist on the Zellerbach Family Fund's Community Arts Panel, sits on arts panels for the San Francisco Arts Commission, and is Co-Chair of Development for the Swapan Chaudhuri Foundation. He served for six years as Chair of the Funding Advisory Committee for the Cultural Affairs Division of the City of Oakland and currently serves as Vice-Chair of the Cultural Affairs Commission of the City of Oakland*

*Owen's work as a composer/producer is featured on Meta's (Facebook's) Sound Collection which has released over 150 of his original and traditional world music tracks highlighting the classical music of North and South India, folk musics of Rajasthan and Bengal, traditional music of Ghana, and classical traditions of Iran and the Middle East. As CEO of Jim Santi Owen Music, Inc., he managed a six hundred-thousand-dollar budget from Facebook to produce these tracks. His music has been used on Facebook and Instagram for over 16 million reels and other user generated content.*

*Jim Santi Owen has performed extensively with world-class musicians from a myriad of cultural and musical backgrounds. These include his gurus, Pandit Swapan Chaudhuri, Subash Chandran, and K. Sekar with whom he performed both in India and the U.S. Other internationally renowned artists with whom Owen has performed include Pharoah Sanders, Hamza el Din, Shenkar (L. Shankar) Stanley Jordan, Pandit Chitresh Das, Steve Smith, Terry Riley, Yair Dalal, Alam Khan, Bikram Ghosh, Ganesh Kumar, George Brooks, Jai Uttal, Myra Melford, Alessandra Belloni, Gamelan Sekar Jaya, Kyaw Kyaw Naing, Rova Saxophone Quartet, and Omar Sosa. As Music Director for the San Francisco World Music Festival, Owen directed a Youth World Music Orchestra and collaborated with master musicians from China, South Korea, Tibet, India, Spain, Uzbekistan, Kyrgyzstan, Uganda, Burkina Faso, Mali, Azerbaijan, and Burma, and indigenous musicians from the Thao culture of Taiwan and the Costanoan Rumsen Ohlone Tribe. In 1999, Owen received a fellowship from the American Institute of Indian Studies*

*(A.I.I.S.), which enabled him to spend two and a half years living in India conducting research on classical and folk percussion ensembles. During this time, Owen was based alternately in Kolkata and Chennai but traveled extensively throughout India to document drumming traditions in Kerala, Uttar Pradesh, Rajasthan, and West Bengal. In addition to the A.I.I.S. fellowship, Owen has been multiple grants from the Zellerbach Family Fund, a fellowship from The National Gugak Center of South Korea, an Isadora Duncan Award, a Black Box Award from the SF Weekly, and numerous grants to support his work as Music Director of the San Francisco World Music Festival. As an educator, Owen has extensive experience working with students ranging in age from pre-school to the post-graduate level. Trained and certified in an approach to children's music and dance education known as Orff-Schulwerk, Owen has taught music to children in numerous schools throughout California and around the world including Synergy, the San Francisco School, Park Day School, Marin Country Day School, and the Greenwood School. He has taught master classes for youth and adults in Hong Kong, Spain, China, and India. Owen is on faculty at Dominican University, The California Jazz Conservatory, and the Ali Akbar College of Music.*

***Selected Employment:***

*2023-Present*

*Vice-Chair, Cultural Affairs Commissioner, Cultural Affairs Department, City of Oakland, Oakland, CA*

*2021*

*California Institute of the Arts, World Music Faculty, Valencia CA*

*2018-Present*

*Jim Santi Owen Music, Inc., President and CEO, Oakland, CA*

*2015-2018*

*Park Day School, Middle School Music Director, Oakland, CA*

*2009-2014*

*Music Director, San Francisco World Music Festival, San Francisco, CA*

*2010-Present*

*Faculty, The California Jazz Conservatory, Berkeley, CA*

*2006-Present*

*Dominican University, LINES BFA Program, San Rafael, CA*

*2001-Present*

*Ali Akbar College of Music, Faculty, San Rafael, CA*

***Selected Education:***

*2003-2005*

*California Institute of the Arts, MFA in World Music Performance, Valencia, CA*

*2002-2003*

*New College of California, BA in Humanities, San Francisco, CA*

*1991-Present*

*Ali Akbar College of Music, Ongoing Study of North Indian Classical Music, San Rafael, CA*

*1995-2001*

*Mills College, Orff-Schulwerk Certification, Oakland, CA*



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## Profile

Ilana

First Name

Lipsett

Last Name

## Pronouns

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Email Address

Street Address

City

Suite or Apt

State

Postal Code

## What City Council district do you live in?

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None Selected

Primary Phone

Alternate Phone

Self Employed

Employer

Co-Founder

Job Title

## Which Boards would you like to apply for?

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Cultural Affairs Commission: Submitted

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## Interests & Experiences

**Please tell us how your qualifications and participation will relate to the requested board and/or commission's mission.**

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I have had the honor to serve as Commissioner on the Cultural Affairs Commission for the last 2+ years, and in that time I have taken an active role in serving the commission's mission. In addition to attending the requisite meetings, I've brought the Commission "online," creating and stewarding our mailing list and communications with the broader community (artists, grantees, as well as general supporters. Our list now has 1625 members, many of whom have weighed in on petitions, advocacy campaigns, and in-person hearings to protect the cultural affairs budget. I also have expanded this list - which began in a moment of crisis of needing to rally artists to save the budget - to be a communication channel to let the community know about arts events, grant opportunities, fellowships, and more. This has allowed our community to know and access information about opportunities. See a testimonial from Mama Celeste, at Oaklash: Following up AGAIN to say how great these newsletters are with the exciting news that because of your work, 5 local trans performers working with Oaklash were just accepted to the Artist Adaptability Circles program mentioned in this newsletter starting this September! Thank you thank you thank you!

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***Please submit your resume or curriculum vitae. You may upload a document. (A Word format is preferred.) Alternatively, you may paste the text of your resume in the field provided below.***

[Ilana\\_Lipsett\\_Resume\\_-\\_Community\\_.pdf](#)

Upload a Resume

**Please paste the text of your resume or curriculum vitae below.**

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**Please click the acknowledgement below.**

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☒ I Agree \*

# ILANA LIPSETT

## CONTACT

✉ [REDACTED]

☎ [REDACTED]

🌐 [REDACTED]

I am working towards a future in which human and natural systems thrive. I approach this work through the lens of participatory design and community engagement. I create events, experiences, processes, and programs that help communities, companies, and cities connect to their mission and to the future. I love working with people and organizations at the forefront of new ideas, ways of working, programs, and policies, and especially with those working to benefit people and the planet.

I am a Commissioner on the Oakland Cultural Affairs Commission, advising the Mayor and City Council on arts, culture, community, and policy.

## SELECT EXPERIENCE

## EXPERTISE

- Community engagement & management
- Program design & management
- Event planning & production
- Co-housing and community living
- Operations and project management
- Participatory design
- Workshop design & facilitation
- Creative placemaking
- Coalition & partnership development
- Curriculum design
- Public policy
- Public speaking
- Strategic planning

### PARTICIPATORY DESIGN AND ENGAGEMENT

2012 - present

- Design and manage community and stakeholder engagement strategies, outreach, events
- Support local communities, entrepreneurs, social enterprise with capacity-building, leadership development, and program management
- Support organizations of all sizes and phases with strategic advising, participatory design processes, and long-term planning
- Develop and facilitate workshops, events, trainings
- Speak at national and international conferences, panels, and events

### SENIOR PROGRAM MANAGER

2019 - 2023

Institute for the Future

- Crafted and delivered virtual and in-person workshops on futures thinking and strategy to clients including governments, Fortune 500 companies, foundations, and coalitions
- Co-created and taught a design futures course to 100 director-level participants in 75 companies worldwide
- Managed distributed research and programmatic teams
- Ran a fellowship program for social entrepreneurs
- Led research and consulting projects: responsible for project scoping, research design, team management, client communications
- Guided internal initiatives on climate, racial justice, and culture

### IMPACT AND ENGAGEMENT DIRECTOR\*

2014 - 2018

Tidewater Capital

- Designed and implemented community engagement initiatives, participatory design workshops and programs, placemaking programs
- Organized and managed weekly events, from corporate to community to civic gatherings
- Created and oversaw social impact programs, including nonprofit partnerships, affordable housing efforts, sustainability, philanthropy
- Created template for, researched metrics, and wrote and produced annual social impact report
- Represented the company in presentations, talks, and forums
- Managed programs and community-building at interim use space, supported 14 new businesses at this space

\*This was a role I proposed and created when this firm was a start-up.



## EXPERIENCE, CONT'D

### CO-FOUNDER

[freespace]

2013 - 2014

- Created initiative to transform vacant buildings into temporary community, cultural, and arts centers, scaled from 1-month experiment to global movement with 14 international locations
- Led community engagement with diverse community, arts and cultural organizations, business, and government
- Organized and managed hundreds of successful events
- Developed and managed communications, outreach, strategy
- Honored at the White House as a Champion of Change in civic innovation

### COMMUNITY ENGAGEMENT AND ECONOMIC DEVELOPMENT

2011 - 2014

San Francisco Mayor's Office of Economic and Workforce Development

- Conducted community outreach, facilitated focus groups, prepared analysis and presented to interagency government groups
- Drafted neighborhood economic revitalization strategy
- Developed and ran pilot programs to support local economic development
- Facilitated collaborations between business, tech, non-profits, and community groups

### POLITICAL DIRECTOR

2008 - 2010

Service Employees International Union, Local 32BJ

- Developed strategy and ran grassroots lobbying and campaign efforts for public policy and electoral campaigns related to labor, workforce development, and working people's issues
- Created and ran trainings for workers, built cross-sector coalitions, worked closely with elected officials, government agencies, nonprofits, community leaders to advance workers' rights
- Managed a team, including members of the union, to campaign for policy reform

### LEAD ORGANIZER AND POLICY ADVOCATE

2005 - 2007

DC Employment Justice Center

- Developed and ran policy campaigns to enact paid sick days, living wage laws, and workers' compensation reform
- Led coalitions of nonprofits, unions, small business, community leaders, and workers to advance pro-worker policies
- Drafted and analyzed legislation
- Ran free legal clinic for low-wage workers

## OTHER EXPERIENCE

**Urban Land Institute:** Serve as an expert on a national advisory services board to help identify strategic and practical solutions to land use and development challenges

**Farming Hope:** Former Board member for food-focused social enterprise that provides job training to hard-to-employ adults. I support the Executive Director and founder with fundraising, strategy and operations.

**ReAllocate:** Board member for non-profit that connects resources and talent with global need. I provide operational support to the Executive Director and founder to execute on his vision, develop strategic plans, and manage fiscal sponsorships for social entrepreneurs

**Big Ideas Contest:** I am a mentor and judge for annual competition that encourages students to develop innovative solutions to urgent needs

## EDUCATION

### MBA, Sustainable Management

2012

Presidio Graduate School, San Francisco, CA

### B.A. with Honors in History

2004

University of California, San Diego, La Jolla, CA

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**Profile****Miles**

First Name

**Lassi**

Last Name

**Pronouns**

he/him

Email Address

Street Address

City

Suite or Apt

State

Postal Code

**What City Council district do you live in?**☒ District 2

Primary Phone

Alternate Phone

**Snap Studios - KQED**

Employer

**Audio Engineer/Sound  
Designer**

Job Title

**Which Boards would you like to apply for?**

Cultural Affairs Commission: Submitted

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**Interests & Experiences****Please tell us how your qualifications and participation will relate to the requested board and/or commission's mission.**

As a multidisciplinary artist, sound designer, and audio engineer rooted in Oakland's vibrant cultural landscape, I bring over a decade of experience collaborating with both local and national arts organizations. My work centers on community engagement, innovation, and accessibility. My diverse skill set has enabled collaborations with esteemed Oakland institutions across various mediums, including Mills College, Axis Dance Company, Afro Urban Society, Oakland Symphony, Chapter 510, and many others. Affiliations with unions such as NABET-CWA and the American Federation of Musicians underscore my commitment to equitable labor practices and the development of sustainable arts infrastructure. In my roles as both an educator and practitioner, I strive to amplify underrepresented voices through sound and storytelling. Recent endeavors include audio storytelling projects with Snap Studios/KQED and teaching initiatives at San Quentin Rehabilitation Center. If given the opportunity to serve on the Oakland Cultural Affairs Commission, I would advocate for policies and initiatives that empower working artists, broaden access to arts education, and celebrate the city's dynamic cultural identity. My contributions are grounded in lived experience, technical expertise, and an unwavering commitment to equity in shaping Oakland's creative future. Thank you for your time and consideration!



**Please submit your resume or curriculum vitae. You may upload a document. (A Word format is preferred.) Alternatively, you may paste the text of your resume in the field provided below.**

[Resume Miles Lassi.pdf](#)

Upload a Resume

**Please paste the text of your resume or curriculum vitae below.**

MILES LASSI Employment 2022- Audio Engineer / Sound Designer, Snap Studios / KQED - San Francisco, CA. 2018- Audio Engineer, Skyline Studios - Oakland, CA. 2014- Freelance Sound Designer/ Composer/Musician. Education 2011 Mannes School of Music (The New School) B.M. Percussion Performance - New York, NY. Grant/Awards 2009 New York Foundation for the Arts: Travel Grant - San Juan, PR. Union Membership 2023- National Association of Broadcast Employees and Technicians (NABET-CWA), Local 51. 2014- American Federation of Musicians (AFM), Local 6. Fiscal Sponsor 2021- SOMArts Cultural Center 501(c)(3) - San Francisco, CA. Training 2025 Meyer Sound's System Design & Optimization - Bob McCarthy 2024 Dante Certification Level 1 2024 Level 1: Introduction to Meyer Sound Toolkit. SELECTED WORK IMMERSIVE SOUND 2025 Called, Dance Generators/USF - St. Ignatius Church, CA. 4.0 2024 Everest, Opera Parallèle/Cal Academy of Science, Morrison Planetarium. Dolby Atmos 7.1.2 2024 From the Deep...magnolia mojo, Red Clay Sound Haus - Audium, CA. 20.1 2023 Everest Immersive, Opera Parallèle - Z-Space, CA. 5.1 2023 Sankai, Georgia Institute of Technology/Kambara+ - First Center for the Arts, GA. 4.1 2023 IKKAI means once: a transplanted pilgrimage, Kambara+ - San Jose Buddhist Betsuin CA. 4.1 2021 MURMUR, Sarah Bush Dance Project/Audubon Society - Lyford House, CA. 4.0 2018 Parades and Changes, Anna Halprin/Morton Subotnick- deYoung Museum, CA. 4.0 Sound Design/LIVE performance (c)=composer, (s)=sound designer, (e)=engineer, (m)=musician 2025 Rewards Program / Shapeshifter Cinema - 4 Star Theater, Artists Television Access, CA. (m) 2024 Road to Osa Tura - Åse Dance Theater Collective, Dance Mission Theater, CA (m,s) 2024 Shipping & Handling by Star Finch - Crowded Fire Theater/Magic Theater, CA (s,e) 2024 Up and Down ODC/DANCE choreo: Brenda Way - Yerba Buena Center for the Arts, CA. (s,e) 2024 Inkwell, ODC/DANCE choreo: Kimi Okada - Yerba Buena Center for the Arts, CA. (s,e) 2024 Into the Void, Reflections on Black, Adia Millet - Haines Gallery, CA. (c) 2023 Keepers of the Fire Series, FOR-SITE Foundation/National Park Service - Fort Point, CA (s,e,m) 2023 Fall/Flight, Raissa Simpson - Stanford University, CA. (c) 2022 Performance with Lonnie Holley and Aaron Embry, The Lab, SF (m) 2022 The Last Supper, Andy Goldsworthy/FOR-SITE Foundation - Cliff House, CA. (s/m) 2022 7 Excavations, Sara Shelton Mann - Fort Mason Center for the Arts, CA. (s/m) 2022 Obi gbawara'm?, Gbedu Town Radio - CounterPulse, CA. (s/e) 2022 Breathe Again, Axis Dance Company - ODC, CA. (c/s) 2021 On The Horizon, LANDS END Exhibit FOR-SITE Foundation - Cliff House, CA. (s/m) 2021 Roots Above Ground, Axis Dance Company - Z Space, CA. (c/s) 2018 Flux 5: With(in) Reach, Mills Repertory Dance Co - Lisser Theater, CA. (c,s,m) 2018 Body Radical, Anna Halprin - deYoung Museum, CA. (s/m) 2018- Creativity Through Movement & Metaphor, Anna and Daria Halprin - Esalen Institute, CA. (m) 2017 Urban Bush Women Residency - Sonoma State University, CA (m) Film/Video (c)=composer, (s)=sound designer, (e)=engineer (v)=videographer 2024 Organized Hope, Amy Seiwert Imagery. (s) 2023 Freelance A/V Engineer, Chapter 510, CA. (e,v) 2023 Out of the Dust, Kambara+. (c/s/e) 2022 Spirits ain't descending without a song, Poe Picasso. (c,s,e) 2021 Everest Graphic Opera, Opera Parallèle/Dallas Opera. (e/s) 2021 Roots Above Ground, Axis Dance Company/Joyce Theater (c/e) 2021 IMAMOU: Hotô to Shore, Rara Tou Limen/BAM - DanceAfrica. (s/e/v) 2021 to morn (u). Daybreak, Abby Crain/Counter-pulse (s/e) 2020 Bakanal de Afrique 2020, Afro Urban Society. (s/e/v) Podcast/Radio (e)=engineer, (s)=sound designer, (f)=field recordist 2024 Kalki, Snap Studios/KQED. (e/s) 2024 Fire Escape, Snap Studios/Wonderly. (e/s) 2024 Mind Your Own, Lupita Nyong'o/Snap Studios/Warner/Lemonata Media. (e/s) 2023 Ira Glass and Glynn Washington Dueling Stories, PRX Pledge Drive - NPR. (e/s) 2022- Spooked, Snap Studios/KQED - PRX. (e/s) 2022 The Lower Bottoms, iHeartPodcasts. (f) Studio Discography (m)=musician, (e)=engineering 2023 Milk for the Angry, untitled - 2200 Studios, CA. (m/e) 2023 Skyway Man, Flight of the Long Distance Healer - Skyline Studios, CA. (m/e) 2022 Mikayla McVey, Time Turns Everything - Skyline Studios, CA. (m/e) 2022 Joey Bada\$\$, 2000 - Pro Era Records, NYC. (m) 2014 Sean C & LV, Loud Dreams - Grind Music, NYC. (m) 2013 Talib Kweli, Prisoner of Conscious - Javotti Media, NYC. (m) 2010 Nathaniel Stookey, Junkestra - Innova Records, SF. (m) Festivals (c)=composer, (s)=sound designer, (e)=engineer, (m)=musician, (v)=videographer 2025 Everest: Opera in the Planetarium, Dome Fest West, CO. (s,e) 2024 Out of Dust, 10,000

Miles Lassi



Dreams: A Celebration of Asian Choreography - Kennedy Center, DC. (c,s) 2023 Skyway Man, Hardly Strictly Bluegrass Festival - Golden Gate Park, SF. (m) 2023 Weird Ears SXSW Official Showcase - Mohawk Austin TX. (m) 2021 IMAMOU: Hotô to Shore BAM - DanceAfrica - Brooklyn Academy of Music, NY. (v,s) Broadway National Tours (d)=drums, (p)=percussion, (e)=electronics 2023 Ain't Too Proud: The Life and Times of The Temptations - SAFE Credit Union Arts Center, CA. (p) 2023 Tina: The Tina Turner Musical, SF Broadway - Golden Gate Theatre, SF. (p/e) 2014-17 Dirty Dancing: The Classic Story on Stage - NETworks - North America. (p) Regional Theater (d)=drums, (p)=percussion, (e)=electronics 2024 Peter Pan, Panto in the Presidio - Presidio Theatre, SF. (d/e) 2023 The Wizard of Oz, A.C.T. - Toni Rembe Theater, SF. (d/e) 2022-23 Sleeping Beauty, Panto in the Presidio - Presidio Theatre, SF. (d/e) 2021 Magic Lamp, Panto in the Presidio - Presidio Theatre, SF. (d) 2019 Caroline or Change, Ray of Light Theatre - Victoria Theater, SF. (d) 2013 Mata Hari in 8 Bullets, New York Musical Festival - Signature Center, NYC. (d/p) Live percussion Performance (d)=drums, (p)=percussion, (e)=electronics 2024- Sub Percussionist, California Symphony- Leshner Center, CA. (p) 2024 Stardew Valley: Festival of Seasons Live Concert, ConcernedApe - Palace of Fine Arts, CA. (d,p) 2024 AVATAR: THE LAST AIRBENDER In Concert, Nickelodeon - Golden Gate Theater, CA (p) 2019 Juno Concerto with Bela Fleck, Santa Rosa Symphony - Green Music Center, CA. (p) 2014 Grand Theft Auto V Live Concert, New York Film Festival - St. Paul the Apostle Church, NY. (p) 2011 Vietnam National Symphony Orchestra - Carnegie Hall, NY. (p) Published Photos 2023 Los Angeles Times 2023 The Atlanta Journal-Constitution 2019 San Francisco Chronicle TEACHING 2025- Sound Design Masterclass, Ear Hustle, San Quentin Rehabilitation Center, CA. 2020- Sound Design for Dance, Dance Department, University of Wisconsin-Madison, WI. 2019 Interim Adjunct Faculty Percussion Performance, San Francisco State University, CA. 2018 Percussion Coach, Oakland Symphony Youth Orchestra, Oakland School of the Arts, CA.

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**Please click the acknowledgement below.**

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**Service on City of Oakland boards, commissions, and committees may require filings of the FPPC's Statements of Economic Interest (Form 700). Upon appointment and determination of filing status, I will comply with all filing obligations.**

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☒ I Agree \*

# Miles Lassi

## EMPLOYMENT

2022- *Audio Engineer / Sound Designer*, Snap Studios / KQED - San Francisco, CA.  
2018- *Audio Engineer*, Skyline Studios - Oakland, CA.  
2014- *Freelance Sound Designer/ Composer/Musician*.

## EDUCATION

2011 Mannes School of Music (*The New School*)  
B.M. Percussion Performance - New York, NY.

## GRANT/AWARDS

2009 New York Foundation for the Arts: Travel Grant - San Juan, PR.

## UNION MEMBERSHIP

2023- National Association of Broadcast Employees and Technicians (NABET-CWA), *Local 51*.  
2014- American Federation of Musicians (AFM), *Local 6*.

## FISCAL SPONSOR

2021- SOMArts Cultural Center 501(c)(3) - San Francisco, CA.

## TRAINING

2025 Meyer Sound's System Design & Optimization - Bob McCarthy  
2024 Dante Certification Level 1  
2024 Level 1: Introduction to Meyer Sound Toolkit.

## SELECTED WORK

### IMMERSIVE SOUND

2025 *Called*, Dance Generators/USF - St. Ignatius Church, CA. 4.0  
2024 *Everest*, Opera Parallèle/Cal Academy of Science, Morrison Planetarium. Dolby Atmos 7.1.2  
2024 *From the Deep...magnolia mojo*, Red Clay Sound Haus - Audium, CA. 20.1  
2023 *Everest Immersive*, Opera Parallèle - Z-Space, CA. 5.1  
2023 *Sankai*, Georgia Institute of Technology/Kambara+ - First Center for the Arts, GA. 4.1  
2023 *IKKAI means once: a transplanted pilgrimage*, Kambara+ - San Jose Buddhist Betsuin CA. 4.1  
2021 *MURMUR*, Sarah Bush Dance Project/Audubon Society - Lyford House, CA. 4.0  
2018 *Parades and Changes*, Anna Halprin/Morton Subotnick- deYoung Museum, CA. 4.0

### SOUND DESIGN/LIVE PERFORMANCE

(c)=composer, (s)=sound designer, (e)=engineer, (m)=musician

2025 *Rewards Program / Shapeshifter Cinema* - 4 Star Theater, Artists Television Access, CA. (m)  
2024 *Road to Osa Tura* - Åse Dance Theater Collective, Dance Mission Theater, CA (m,s)  
2024 *Shipping & Handling* by Star Finch - Crowded Fire Theater/Magic Theater, CA (s,e)  
2024 *Up and Down* ODC/DANCE choreo: Brenda Way - Yerba Buena Center for the Arts, CA. (s,e)  
2024 *Inkwell*, ODC/DANCE choreo: Kimi Okada - Yerba Buena Center for the Arts, CA. (s,e)  
2024 *Into the Void*, Reflections on Black, Adia Millet - Haines Gallery, CA. (c)  
2023 *Keepers of the Fire Series*, FOR-SITE Foundation/National Park Service - Fort Point, CA (s,e,m)  
2023 *Fall/Flight*, Raissa Simpson - Stanford University, CA. (c)  
2022 Performance with Lonnie Holley and Aaron Embry, The Lab, SF (m)  
2022 *The Last Supper*, Andy Goldsworthy/FOR-SITE Foundation - Cliff House, CA. (s/m)  
2022 *7 Excavations*, Sara Shelton Mann - Fort Mason Center for the Arts, CA. (s/m)  
2022 *Obi gbawara'm?*, Gbedu Town Radio - CounterPulse, CA. (s/e)  
2022 *Breathe Again*, Axis Dance Company - ODC, CA. (c/s)  
2021 *On The Horizon*, LANDS END Exhibit FOR-SITE Foundation - Cliff House, CA. (s/m)  
2021 *Roots Above Ground*, Axis Dance Company - Z Space, CA. (c/s)  
2018 *Flux 5: With(in) Reach*, Mills Repertory Dance Co - Lisser Theater, CA. (c,s,m)  
2018 *Body Radical*, Anna Halprin - deYoung Museum, CA. (s/m)  
2018- *Creativity Through Movement & Metaphor*, Anna and Daria Halprin - Esalen Institute, CA. (m)  
2017 Urban Bush Women Residency - Sonoma State University, CA (m)

### FILM/VIDEO

(c)=composer, (s)=sound designer, (e)=engineer (v)=videographer

2024 *Organized Hope*, Amy Seiwert Imagery. (s)  
2023 Freelance A/V Engineer, Chapter 510, CA. (e,v)  
2023 *Out of the Dust*, Kambara+. (c/s/e)  
2022 *Spirits ain't descending without a song*, Poe Picasso. (c,s,e)  
2021 *Everest Graphic Opera*, Opera Parallèle/Dallas Opera. (e/s)  
2021 *Roots Above Ground*, Axis Dance Company/Joyce Theater (c/e)

# Miles Lassi

2021 *IMAMOU: Hotô to Shore*, Rara Tou Limen/BAM - DanceAfrica. (s/e/v)

2021 *to morn (u). Daybreak*, Abby Crain/Counter-pulse (s/e)

2020 *Bakanal de Afrique 2020*, Afro Urban Society. (s/e/v)

## PODCAST/RADIO

(e)=engineer, (s)=sound designer, (f)=field recordist

2024 *Kalki*, Snap Studios/KQED. (e/s)

2024 *Fire Escape*, Snap Studios/Wonderly. (e/s)

2024 *Mind Your Own*, Lupita Nyong'o/Snap Studios/Warner/Lemonata Media. (e/s)

2023 Ira Glass and Glynn Washington *Dueling Stories*, PRX Pledge Drive - NPR. (e/s)

2022- *Spooked*, Snap Studios/KQED - PRX. (e/s)

2022 *The Lower Bottoms*, iHeartPodcasts. (f)

## STUDIO DISCOGRAPHY

(m)=musician, (e)=engineering

2023 *Milk for the Angry, untitled* - 2200 Studios, CA. (m/e)

2023 *Skyway Man, Flight of the Long Distance Healer* - Skyline Studios, CA. (m/e)

2022 *Mikayla McVey, Time Turns Everything* - Skyline Studios, CA. (m/e)

2022 *Joey Bada\$\$, 2000 - Pro Era Records*, NYC. (m)

2014 *Sean C & LV, Loud Dreams* - Grind Music, NYC. (m)

2013 *Talib Kweli, Prisoner of Conscious* - Javotti Media, NYC. (m)

2010 *Nathaniel Stookey, Junkestra* - Innova Records, SF. (m)

## FESTIVALS

(c)=composer, (s)=sound designer, (e)=engineer, (m)=musician, (v)=videographer

2025 *Everest: Opera in the Planetarium*, Dome Fest West, CO. (s,e)

2024 *Out of Dust*, 10,000 Dreams: A Celebration of Asian Choreography - Kennedy Center, DC. (c,s)

2023 *Skyway Man*, Hardly Strictly Bluegrass Festival - Golden Gate Park, SF. (m)

2023 *Weird Ears* SXSW Official Showcase - Mohawk Austin TX. (m)

2021 *IMAMOU: Hotô to Shore* BAM - DanceAfrica - Brooklyn Academy of Music, NY. (v,s)

## BROADWAY NATIONAL TOURS

(d)=drums, (p)=percussion, (e)=electronics

2023 *Ain't Too Proud: The Life and Times of The Temptations* - SAFE Credit Union Arts Center, CA. (p)

2023 *Tina: The Tina Turner Musical*, SF Broadway - Golden Gate Theatre, SF. (p/e)

2014-17 *Dirty Dancing: The Classic Story on Stage* - NETworks - North America. (p)

## REGIONAL THEATER

(d)=drums, (p)=percussion, (e)=electronics

2024 *Peter Pan*, Panto in the Presidio - Presidio Theatre, SF. (d/e)

2023 *The Wizard of Oz*, A.C.T. - Toni Rembe Theater, SF. (d/e)

2022-23 *Sleeping Beauty*, Panto in the Presidio - Presidio Theatre, SF. (d/e)

2021 *Magic Lamp*, Panto in the Presidio - Presidio Theatre, SF. (d)

2019 *Caroline or Change*, Ray of Light Theatre - Victoria Theater, SF. (d)

2013 *Mata Hari in 8 Bullets*, New York Musical Festival - Signature Center, NYC. (d/p)

## LIVE PERCUSSION PERFORMANCE

(d)=drums, (p)=percussion, (e)=electronics

2024- Sub Percussionist, California Symphony- Leshner Center, CA. (p)

2024 *Stardew Valley: Festival of Seasons Live Concert*, ConcernedApe - Palace of Fine Arts, CA. (d,p)

2024 *AVATAR: THE LAST AIRBENDER In Concert*, Nickelodeon - Golden Gate Theater, CA (p)

2019 *Juno Concerto* with Bela Fleck, Santa Rosa Symphony - Green Music Center, CA. (p)

2014 *Grand Theft Auto V Live Concert*, New York Film Festival - St. Paul the Apostle Church, NY. (p)

2011 *Vietnam National Symphony Orchestra* - Carnegie Hall, NY. (p)

## PUBLISHED PHOTOS

2023 Los Angeles Times

2023 The Atlanta Journal-Constitution

2019 San Francisco Chronicle

## TEACHING

2025- Sound Design Masterclass, Ear Hustle, San Quentin Rehabilitation Center, CA.

2020- Sound Design for Dance, Dance Department, University of Wisconsin-Madison, WI.

2019 Interim Adjunct Faculty Percussion Performance, San Francisco State University, CA.

2018 Percussion Coach, Oakland Symphony Youth Orchestra, Oakland School of the Arts, CA.

Profile

Claudia

First Name

Paredes

Last Name

Pronouns

she/her/ella

Email Address

Street Address

City

Suite or Apt

State

Postal Code

What City Council district do you live in?

☒ District 2

Primary Phone

Alternate Phone

Coro Northern California

Employer

Managing Director of Civic Leadership

Job Title

Which Boards would you like to apply for?

Cultural Affairs Commission: Submitted

Interests & Experiences

Please tell us how your qualifications and participation will relate to the requested board and/or commission's mission.

I love Oakland and have a deep respect for it's history and people. Having grown up in the East Bay, I've wanted to be a part of this vibrant community. I have been a resident and homeowner in Oakland for 10 out of the last 15 years and am now raising my daughter here. We walk around the Lake, go to the farmers markets and she attends school in the town. Beyond my commitment to the unique culture that Oakland and each neighborhood brings to life, I have worked in Oakland and Bay Area based nonprofits like the Greenlining Insitute and the San Francisco Foundation. Through these intersectional experiences, I like to believe that I have the knowledge, communication and EQ to serve on the Cultural Affairs Commission and be a fair representative of our community.

Please submit your resume or curriculum vitae. You may upload a document. (A Word format is preferred.) Alternatively, you may paste the text of your resume in the field provided below.

[Claudia\\_Paredes\\_Resume.pdf](#)

Upload a Resume



**Please paste the text of your resume or curriculum vitae below.**

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**Please click the acknowledgement below.**

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**Service on City of Oakland boards, commissions, and committees may require filings of the FPPC's Statements of Economic Interest (Form 700). Upon appointment and determination of filing status, I will comply with all filing obligations.**

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☒ I Agree \*

# CLAUDIA PAREDES-CORNE

## WORK EXPERIENCE

### **CORO NORTHERN CALIFORNIA**

***Managing Director of Civic Leadership***

***Senior Director of Training***

**January 2024-Present**

**April 2022-December 2023**

- Work in partnership with the Vice President of Programs and Leadership Training and CEO to dynamically facilitate Coro leadership development programs to a broad portfolio of private, public and nonprofit clients, including women, policy changemakers and early career grantmakers
- Support business development such as fundraising, strategic partnerships, board member engagement, marketing & outreach, etc. and curate messaging for diverse stakeholder groups
- Strategize growth opportunities for the Civic Leadership portfolio and training modules for mid career professionals; connect with private, public and nonprofits in the Bay Area that impact democracy and civic life
- Supervise, coach and mentor two staff members to highlight their best work, be innovative and reach organizational goals
- Facilitate large group learning for 5 mid-career and executive level professional programs; manage the recruitment, selection and training for 5 programs that impact 200+ people per year: *UC Women's Initiative, Women in Leadership, Lead Bay Area, Northern California Grantmakers Rising Leaders Cohort, Leadership Pathways*
- Effectively navigate various stakeholder dynamics to drive decision-making and learning conversations
- Design, modify, and deliver programs and curricula that offer facilitated opportunities to hold multiple perspectives, create self-awareness and employ a growth mindset
- Create mid, post and longitudinal program evaluations that balance the qualitative and quantitative experiences and value add of leadership programming.
- Engage in and facilitate challenging conversations that enhance participant's ability to listen and learn from other's with diverse experiences

**THE SAN FRANCISCO FOUNDATION*****Multicultural Fellowship Program Officer*****September 2018-April 2022**

- Created and facilitated a 2 year training opportunity for the Multicultural Fellowship Program - a cohort of incoming grantmakers
- Provided individual as well as group coaching for Fellows and supervisors to support their grantmaking, management, and leadership practice
- Participated in Rapid Response Fund and other participatory grantmaking strategies
- Led design team to create and implement a first-of-its-kind onboarding curriculum for all new SFF staff to introduce them to philanthropy, the SFF grantmaking strategies and systems
- Partnered with senior grantmakers and Donor Advisors to create funding for a BIPOC femme nonprofit leadership program in partnership with LeaderSpring
- Supported Multicultural Alumni Steering Committee and coordinated supplemental programming for the Multicultural Alumni Association

**CORO NEW YORK LEADERSHIP CENTER*****Director of Fellowship Program in Public Affairs*****August 2015-September 2018**

- Facilitated leadership development curricula that uplift the voices and power of civic-minded leaders to create a more just and equitable city
- Created a learning environment that encouraged honest and thoughtful participation to connect the various elements of policy-making, personal leadership, political strategy, and critical thinking
- Built and maintained relationships with influential stakeholders across all sectors and industries in New York City and the state
- Evaluated programmatic elements to ensure the highest level of impact on participants
- Cultivated authentic relationships with alumni to engage them in mentorship and support roles for the program participants

**THE GREENLINING INSTITUTE*****Academy Program Director*****October 2009-August 2015**

- Built and facilitated leadership development programs to empower emerging leaders of color to become skilled and effective policy advocates and social change agents
- Cultivated and maintained relationships with individual donors, mentors, philanthropic supporters, and volunteers to further the mission of the programs and organization

- Worked collaboratively with Greenlining staff to coordinate project assignments, learning and mentorship opportunities for all participants
- Partnered with the Executive Director and COO to create, facilitate and implement organizational-wide leadership development strategies and 10 year strategic plan
- Co-manage fundraising and development portfolio for a \$1.4 million program budget with a strategic focus on partnership and expansion

## **LEADERSHIP DEVELOPMENT EXPERIENCE**

### **NEW LEADERS COUNCIL**

**June 2016**

#### **New Leaders Council Institute- Oakland**

*The New Leaders Council Institute is the premier leadership and professional development, training, mentoring, networking, and career and political advancement program for young professionals.*

### **HISPANAS ORGANIZED FOR POLITICAL EQUALITY**

**September 2012**

#### **HOPE Leadership Institute**

*The HOPE Leadership Institute (HLI) is a statewide leadership program that trains Latinas in vital leadership and advocacy skills, enabling them to create fundamental change within their communities and state.*

### **ROCKWOOD LEADERSHIP INSTITUTE**

**May 2012**

#### **Art of Leadership Workshop**

*The Rockwood Leadership Institute brings together leaders committed to racial justice issues to strengthen their leadership skills and further their social change goals.*

## **EDUCATION**

### **COACHING FOR TRANSFORMATION**

#### ***Coaching Certification Program***

**September 2019**

### **PEPPERDINE UNIVERSITY | Malibu, CA**

**April 2009**

#### ***Master of Public Policy***

*Concentration in Social Policy and Economic Policy*

### **UNIVERSITY OF CALIFORNIA, BERKELEY | Berkeley, CA**

**2005**

#### ***Bachelor of Arts***

*Sociology*

**May**



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**Profile****Dontina**

First Name

**Williams**

Last Name

**Pronouns**

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Email Address

Street Address

City

Suite or Apt

State

Postal Code

**What City Council district do you live in?**

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☒ District 3

Primary Phone

Alternate Phone

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Employer

---

Job Title**Which Boards would you like to apply for?**

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Cultural Affairs Commission: Submitted

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**Interests & Experiences**

**Please tell us how your qualifications and participation will relate to the requested board and/or commission's mission.**

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My dedication to the arts has been the guiding force throughout my career, and I am eager to bring my experience to the Oakland Cultural Affairs Commission. I believe my background in arts administration and community engagement aligns with the Commission's mission to support and uplift Oakland's creative landscape. In my role as Office Manager at the African American Art & Culture Complex, I play a key role in coordinating Board of Directors meetings, ensuring clear communication and organized documentation that supports strategic decision-making. I also manage grant agreements, facilitate gallery tours, and support events that foster inclusive cultural spaces. This work has strengthened my skills in project management and community-building — both essential to advancing the arts in Oakland. Previously, at Yerba Buena Center for the Arts and Arterra Landscape Architects, I worked closely with artists and stakeholders to plan exhibitions, manage logistics, and engage the public. These experiences have given me a deep appreciation for the role the arts play in creating connections and inspiring change. I am committed to nurturing creative equity and ensuring Oakland's artistic voices are amplified. Serving on the Cultural Affairs Commission would allow me to apply my skills and passion to further this important work, contributing to a thriving and inclusive arts community.

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***Please submit your resume or curriculum vitae. You may upload a document. (A Word format is preferred.) Alternatively, you may paste the text of your resume in the field provided below.***

[Arts\\_Admin.pdf](#)

Upload a Resume

**Please paste the text of your resume or curriculum vitae below.**

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**Please click the acknowledgement below.**

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☒ I Agree \*

# DONTINA WILLIAMS

## ARTS ADMINISTRATOR

### CONTACT



[REDACTED]



[REDACTED]



[REDACTED]

### ABOUT ME

I am a passionate advocate for the arts with a deep commitment to art administration and equity-building. With a love for the Bay Area's vibrant art scene, I strive to support and elevate creatives while fostering accessible and inclusive spaces for artistic expression. My dedication to this work is rooted in a belief that art is a powerful tool for community building, cultural preservation, and social change.

### KEY SKILLS

- **Technology & Systems:** Proficient in Microsoft Office, Google Suite, Salesforce, Zoho, Raiser's Edge, Monday.com, Asana, DocuSign, Eventbrite, Airtable, Constant Contact, Mailchimp, and Adobe Creative Suite.
- **Project Management:** Skilled in coordinating logistics, managing timelines, and facilitating cross-departmental collaboration using Monday.com, Asana, and Google Suite.
- **Communication & Stakeholder Relations:** Adept at verbal and written communication, providing exceptional customer service, and maintaining professional correspondence through Zoom, Salesforce, and DocuSign.
- **Event Planning & Coordination:** Experienced in organizing events, including travel arrangements, vendor management, and onsite logistics, with expertise in Eventbrite and Constant Contact for event registration and marketing.

### CAREER HIGHLIGHTS

AFRICAN AMERICAN ART & CULTURE COMPLEX  
OFFICE MANAGER  
APRIL 2024 – PRESENT | SAN FRANCISCO, CA

- Record meeting minutes for staff and Board meetings, ensuring accurate and comprehensive documentation.
- Organize and maintain both physical and digital filing systems, streamlining accessibility while upholding confidentiality standards.
- Coordinate and manage meetings and appointments, including preparing agendas, tracking deliverables, and facilitating logistics for leadership.
- Draft, process, and track grant agreements, ensuring accurate documentation and timely distribution.
- Oversee incoming and outgoing communications, including emails, phone calls, and mail, maintaining a proactive and professional approach.
- Serve as a liaison between internal departments and external stakeholders, providing timely updates and exceptional customer service to guests, community members, government officials, funders, and strategic partners.
- Actively support the annual audit and funder monitoring cycles by ensuring accurate record-keeping and compliance with deadlines.
- Lead gallery and facility tours, engaging visitors with detailed information about exhibitions and the organization's mission.



## CAREER HIGHLIGHTS CONTINUED

### **YERBA BUENA CENTER FOR THE ARTS PROGRAM COORDINATOR & ARTIST LIAISON**

**NOV 2021 – JULY 2023 | SAN  
FRANCISCO, CA**

- Coordinated departmental calendars and scheduled meetings using Google Suite and Zoom.
- Maintained organized records of meeting notes and departmental files on Google Drive.
- Supported artist relations and provided executive assistance to the Chief of Programs.
- Assisted in light bookkeeping and event planning, ensuring seamless execution of internal and public events.
- Arranged travel accommodations for artists and staff, maintaining a high level of logistical efficiency.
- Managed project timelines and deliverables, keeping teams informed and ensuring timely completion of tasks.
- Provided support in art archiving and project management, contributing to detailed project roadmaps.

### **SECESSION ART & DESIGN MARKETING & CURATORIAL ASSISTANT (FREELANCE) FEB 2018 – MARCH 2019 | SAN FRANCISCO, CA**

- Managed newsletters and social media accounts to promote exhibitions and events.
- Coordinated studio visits for curators and managed artist communication.
- Oversaw art handling, shipping, labeling, and inventory to ensure seamless operations.
- Supported event planning, merchandising, and supply tracking to maintain gallery efficiency.

### **ARTERRA LANDSCAPE ARCHITECTS MARKETING & ADMINISTRATIVE ASSISTANT MAY 2016 – NOV 2021 | SAN FRANCISCO, CA**

- Acted as primary liaison for vendors and clients, managing communications and logistics.
- Handled social media, blog content, and newsletters to enhance brand visibility.
- Managed office operations, including onboarding/offboarding staff, maintaining shared calendars, and organizing events.
- Designed and maintained digital filing systems and inventory databases for optimal efficiency.
- Supported marketing initiatives by updating the website, creating press releases, and coordinating outreach campaigns.
- Assisted in event planning, including the annual Sketchy Tuesday event co-hosted with AIASF.

### **VOLUNTEER EXPERIENCE MOAD**

#### **EVENT VOLUNTEER**

**JAN 2016 – 2020 | SAN FRANCISCO,  
CA**

- ASSISTED WITH EVENT SETUP, GUEST ENGAGEMENT, AND MERCHANDISE SALES DURING EXHIBITIONS AND CONVENTIONS.

### **DE YOUNG FINE ARTS MUSEUM DONATIONS TEAM ASSISTANT OCT 2015 – SEPT 2016 | SAN FRANCISCO, CA**

- ADMINISTRATIVE SUPPORT: PROVIDED GENERAL ADMINISTRATIVE ASSISTANCE, INCLUDING MAINTAINING MEMBERSHIP FILES, PROCESSING GIFT ACKNOWLEDGMENTS, AND MANAGING THE DEPARTMENT'S DATABASE USING RAISERSEEDGE.