

APPLICATION FORM

2014 – 2015 SFAC GRANT ALLOCATION \$542,185

CONTACT INFORMATION:

ORGANIZATION NAME: Mission Cultural Center for Latino Arts

STREET ADDRESS: 2868 Mission Street

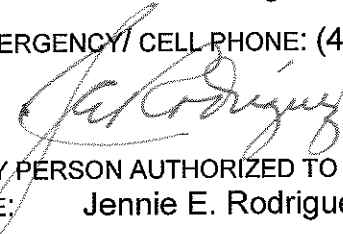
CITY/STATE/ZIP CODE: San Francisco, CA 94110

EXECUTIVE DIRECTOR: Jennie E. Rodriguez

OFFICE PHONE: (415) 821-1155 EMAIL:

jennie@missionculturalcenter.org

IN CASE OF EMERGENCY/ CELL PHONE: (415) 845-1661

SIGNATURE:  DATE: June 30, 2014

(SUBMITTED BY PERSON AUTHORIZED TO SIGN CONTRACTS, REPORTS, AND INVOICES)

PRINTED NAME: Jennie E. Rodriguez TITLE: EXECUTIVE DIRECTOR

HOURS OF OPERATION: **63 HRS /WK: MON: 4:30-9:30, TUE-FRI: 9:30AM-10:00PM, SAT: 9:30AM - 5:30PM**

MPP APPLICATION CHECKLIST:

Please be sure the Management and Programming Plan includes all of the following:

- Completed Management and Programming Plan with signature.
- SFAC Grant budget (projected income and expense) and organizational budget for FY 2014-2015
- Organization Chart with staff (including contractors and volunteers)
- Resumes for key staff (if staff has changed) including executive director, facility manager, and bookkeeper.
- Personnel Policies and Procedures (if this has changed)
- Current list of Board of Directors with contact information (if members have changed)
- Proof of Insurance Policies including the following: Worker's Compensation, General Liability, Automobile Liability, and Property Insurance
- List of sub-tenants
- List of building rental rates for the public and sub-tenants
- List of office rates for the sub-tenants

Support Cultural Equity / Access to High Quality Arts Experiences for All.

1. Programmatic and Curatorial Goals

Programming Goals: To ensure (1) diverse programming that represents the geographic differentiation that exists among Chicanos, Mexican, Central and South America, and the Caribbean, (2) that the voices of ethnic minorities, queer and gender variant folks, people with disabilities indigenous communities, and women are adequately represented. To provide a forum for emerging Bay Area Latino artists to present their work in a community-based setting that promotes artistic freedom, and creative expression. To stage high quality, culturally relevant events by Latin American based artists who would not otherwise be able to perform in SF.

Curatorial Goals: - To increase the diversity of exhibits to exemplify the spectrum of diversity that exists in the Latino/a community. To collaborate with Mission Grafica (in June and July) to mount an exhibit from its archive. This collaboration will reflect MCCLA's historical presence as a hub in the creation of political and social justice posters and prints that reflect such issues as immigration, displacement and liberation.

2. Organization's creative decision making process

MCCLA holds an annual board, staff, and volunteers programming and marketing retreat to review the year, develop programming and services for the following year; formulating a "big picture" concept of what our year will look like. Programming coordinators meet with proposing artists and community groups to discuss ideas and proposals, and once a month with the other programming coordinators, to share departmental developments, and discuss proposals submitted, upcoming events, outreach, and publicity strategies.

3. How is your constituency engaged in developing programs

MCCLA holds two (2) open Programming meetings, 2 board of directors public comment meetings, gatherings with curators and artists, and 8-10 Carnival Committee meetings. Community members are invited to submit work through open calls and invitation. Artists, curators, and community members are interviewed by respective department and programming team to discern proposal quality and merit. Selected individuals / groups work directly with departments to further develop plan and concept. This process ensures that the work we promote is both created for and by our constituents. Constituents are invited to participate throughout the year in the celebration of our cultural calendar, and special projects (Dia de los Muertos, Carnival, etc.) requiring continuous, extended participation and multidisciplinary support. Volunteers / interns are involved in the day to day routine, assisting and engaging directly with the programming, artists and visitors.

Comment boxes and satisfaction surveys are a permanent fixture in the galleries, at events, and bookings, to encourage input from constituents. Bi-lingual class evaluation surveys are distributed and collected once a year. Summer program evaluation forms are distributed to parents, students and teachers. Lastly, staff and board are highly involved in local community meetings, events, exhibitions and panels, taking the pulse of what is going on "out there". For this reason, MCCLA retains a high number of community partners.

4. How does MCCLA serve a diverse audience

MCCLA reaches large, diverse audiences, and affords populations of all socio-economic standings have access to the arts and performance space by offering: (1) a wide array of programming, activities and services at affordable prices; classes range from \$8-\$17; admission to events \$7-\$20, (2) drop-in classes /workshops for all ages in 32+ artistic disciplines, (3) 52+ art classes a week (music, dance, performing and visual arts, (4) special tours and short-term workshops, (5) affordable dance studios and printing space rentals to educational institutions, individual and professional artists.

MCCLA attracts a large number of diverse youth through its MAS Summer Program, and even younger through our special early morning workshops with parents. Most importantly, MCCLA seeks / engages in numerous collaborations (approx. 35-40) on a given year. Our collaborations serve to “take the temperature” of the community, connecting us to new interests, ideas, and expression forms prevalent in cultural, artistic and social scene.

5. Who is your current audience and how will you assess this?

San Francisco residents: 70%, non residents 30%, Female: 54%, male: 48%, Latinos: 56%, European American: 24%, Asian / Pacific Islander: 8%, African/African American: 7%, Native American / Alaskan Native: 5, Adults: 18-59: 55%, Youth 17 & under: 20%, Seniors 60+: 10%. Data is gathered from box office, and house manager reports from collaborations and private rentals. Although we attract audiences from all over the Bay Area, as well as nationally, our target audiences are low-income Latino youth and families who historically have not had access to arts education or to cultural representation. MCCLA makes concerted efforts in our promotional campaigns and through personalized instruction and programming to reach our target audience.

How does organization provide employment or earned income opportunities to artists?

MCCLA works with approximately 35 independent contractor instructors on a weekly basis, and with 10-15 other instructors for special workshops, presentations and the MAS Summer Program. As of June 2014, instructors earned 70% of total class ticket sales. Work is commissioned to artists and curators for Gallery exhibits, Carnaval SF, and other special events. Artists receive a 70% split out of all artwork sold at exhibits or outdoor sales (e.g., Day of the Dead the Dead). MCCLA hires 4 contractors in the areas of bookkeeping, multimedia, and house tech.

1. How does your organization provide technical assistance and professional development opportunities for artists and arts administrators?

Our artists are chosen from the community as well as from the world stage—thus providing up-and-coming artists with mentorship opportunities and professional accolades with established artists. In addition to this exposure, artists have the chance to perform at an internationally renowned venue such as MCCLA. Instructors are offered class space, inclusion in class schedule and website, class videoclips, box office, security staff, and

outreach. Mission Grafica screen-printing facility offers seasoned printers space rentals (½ day to a month), special workshops for professional printers and instructors.

Professional development opportunities will be available for staff to engage in individual, peer-to-peer and consultant led sessions. MCCLA pays for and encourages staff to sign up for relevant workshops and provide space and time for webinars on a regular basis. As an arts organization, many of our arts administrators are also artists. To this end, we offer staff a flexible schedule to pursue creative opportunities outside of MCCLA. (as, exhibit curators, art panelists, workshop participants and instructors). We feel that MCCLA programming ultimately benefits from retaining staff that have strong creative capacity.

3. *What is your organization's strategy for integrating these opportunities into programming?*

To continue to enhance and further develop department heads skills, seeking and increasing level of knowledge and responsibility around creating budgets, planning, marketing, program monitoring and evaluation.

4. *What are the needs around artist work, rehearsal, and presentation space in your community?*

MCCLA is one of few affordable performing arts space in the area, and the only one geared towards promoting Latino/a-focused work. A large number of local, up-and coming artists, including a growing number of displaced artists continue to approach us looking for a centrally located, affordable space to showcase their talent and work.

2. *How is your organization addressing those needs*

By offering affordable performance space rental, providing collaboration opportunities, offering substantial discounts to instructors on theatre and studio rentals. MCCLA collaborations include:rehearsal and performance space, promotional materials, inclusion in website and calendar of events, box office, staffing, light/sound tech and equipment, and video production broad-casted on local public service cable.

How does your organization play a critical role in strengthening neighborhood and communities?

1. *How does organization gather information about community needs?*

Through a series of outreach activities and surveys. MCCLA engages community members in the planning, organizing, and staging of several cultural calendar and special events. and projects. In addition to participating in outreach events such as Sunday Streets, Day of the Dead at the Symphony, and at various artistic festivals and cultural and school fairs. MCCLA has been actively involved in the designation of "Calle 24" as the 24th Street Cultural Corridor, at the ART for BART Committee, and participates in community discussion regarding the state and funding of community arts, artists displacement and housing needs.

How does your organization decide to create and implement programming that responds to those needs? See Above "Creative Decision-Making" Section

What kind of artistic collaborations (creative decision-making between the Center and or or more external partners with a written agreement outlining goals, roles and responsibility) will your organization foster with artists, arts organizations, service organizations, non arts entities, and other community stake holders?

Aside from our partnership with 35+ class instructors, MCCLA intends to engage in collaborative programming with approximately 36 other cultural and city institutions and community groups per year.. We will also seek to strengthen our relationship with long established partners such as the Bay Area Video Coalition, the SF Public Library (Mission Branch), the Community Music Center, and Cine Mas Latino Film Festival (to name a few).

INVEST IN A VIBRANT ARTS COMMUNITY

1. How does your organization develop staff and artistic leadership that can contribute to the arts ecosystem?

Our staff has a strong background in both the fine arts and community arts and have connection to the San Francisco and greater Latino community. Some staff members are artists, event planners, and community organizers, bringing cultural work experience, and active participate as curators, producers, instructors, or performers, at local venues or abroad at national and international level. Through a highly collaborative work environment and hands-on internships, community individuals interested in community arts work closely with coordinators and are given tasks that will ramp up their professional skill set. Showcasing local, up-and-coming artists, who would not otherwise have access to performance or exhibition space, strengthens the Mission District's artist community and encourages it to to pursue loftier creative visions.

2. What systems are in place to encourage and allow them to do this work?

"Town-hall" Meetings, Inter-departmental campaigns, Hands-on Internships and residencies and school partnerships: Outreaching to and working closely with local schools such as Thomas Edison Charter Academy, Buena Vista / Horace Mann, to incorporate arts education into primary and secondary education, exposing young people, especially from under-resourced schools, to art, now that the arts are increasingly slashed from school budgets.

3. In what ways does your organization strive to provide livable wages and benefits to your staff?

MCCLA has 15 employees and 4 contractors. MCCLA operates 63+ hours a week, Mon thru Sat. 4 days a week, the Center operates 12.5 hours a day. Extended hours of operations, plus weekend events and private rentals) necessitate two daily work shifts with reasonable overlap. All employees accrue monthly PTO; employees with longer tenure receive incremental PTO increases. Regular employees receive 6 paid holidays a year, and are entitled to jury duty, and bereavement benefits. All staff members receive a modest holiday bonus at year's end A medical expense fund was temporarily created last year to pay employees for out-of-pocket medical expenses. This year, MCCLA intends to extend holiday benefits to more employees and nominal increases. Schedules are also arranged with staff to provide for requested education / training time.

DATA COLLECTION:

This information ties in to the goals and objectives you've described in your narrative response. They should be consistent with your narrative and your financial reports.

1. Total amount of money expected to be spent on artist fees and commissions:
\$162,641 Please do not include money paid by fiscally sponsored projects.
2. Total percent of your budget expected to be spent on artist fees and commissions?
(\$ paid to artists/total expenses): **18%**
3. Total value of space provided for arts and cultural activity, according to your organization's published rates: **\$15,109**
4. Total value of discounts provided on space for arts and cultural activity: \$ amount
\$4,455 (29%)
5. **\$8,999.75** and % **19.74%** (\$ received/ true value based on published rates)
6. Total value of support services provided for arts and cultural activity, according to your organization's published rates. **\$54,927**
7. Total value of discounts on support services provided: \$ amount **\$6,417**, and percentage (discount amount /actual value) **13.23%**
8. Number of artistic collaborations (defined above): **45 Collaborations**
9. Average amount of money spent on professional development per FTE (\$ spent/# of FTE): \$ 5,506 - Approx. 195.5 Hours
10. Number of employees who attended professional development activities:
 - 14 Staff, 2 Contractors,

BUDGET AND REVENUE TARGET:

Complete the following budget for FY15 following the definitions described by the CCDP.

Budget notes are required for 1) the line items with an asterisk and 2) for significant changes from the previous year (increase or decrease by 50 percent) to explain external or unusual factors and how you arrived at those figures.

	EARNED	
1	Admissions	13,860
2	Ticket Sales	38,000
3	Tuitions	190,900
4	Workshop & Lecture Fees	14,370
5	Touring Fees	0
6	Special Events - other	0
6a	Special Events - Non-fundraising	0
7	Gift Shop/ Merchandise	9,800
7a	Gallery/Publication Sales	3,900
8	Food Sales/ Concession Revenue	3,880
8a	Parking Concessions	0
9	Membership Dues/Fees	0
10	Subscriptions - Performance	0
10a	Subscriptions - Media	0
	Contracted Services/ Performance Fees	0
11		0
12	Rental Income - Program Use	37,920
13	Royalties/Rights & Reproductions	0
14	Advertising Revenue	1,600
15	Sponsorship Revenue	1000
16	Investments-Realized Gains/Losses	0
17	Investments-Unrealized Gains/Losses	0
18	Interest & Dividends	2,500
19	Other Earned Revenue	1,000
20	Total Earned Revenue	318,730
	SUPPORT	
21	Trustee/ Board Contributions	500
22	Individual Contributions	7,000
23	* Corporate Contributions	5,000
24	* Foundation Contributions	14,500
25	Government-City-SFAC	542,185
25a	Government-City Other	5,000
26	* Government - County	4,597
27	* Government - State	0

28	* Government – Federal	0
28a	Tribal Contributions	0
29	Special Events – Fundraising	8,000
30	* Other Contributions	2,000
30c	Related Organization Contributions	0
31	* In-Kind Contributions	870,000
32	Net Assets Released from Restrictions	

33	Total Contributed Revenue and Net Assets Released from Restrictions	1,458,782
34	Total Earned and Contributed	1,777,512
	Total Earned and Contributed (minus your SFAC allocation)	1,235,327
	Previous Year's Total Revenue	1,834,805
	Was the 20% Revenue Target met?	Yes
37	Of the total unrestricted revenue reported on line 34, what was the total amount intended for operating/programmatic purposes?	1,772,512
38	Of the total unrestricted revenue reported on line 34, what was the total amount intended for capital purposes?	0
39	Total Operating and Capital Revenue	1,772,512

	TOTAL ORG.	SFAC GRANT
	EXPENSES	
1	* Salaries	319,197
2	Commissions	
3	Payroll Taxes	35,587
4	Health Benefits	
5	Disability	
6	Workers' Compensation	23,292
7	Pension and Retirement	
8	* Benefits, Other	29,650
9	Total Salaries and Fringes	407,726
2	Accounting	
3	Advertising and Marketing	
4	Artist Commission Fees	
4a	Artist Consignments	
5	Artist & Performers - Non-Salaried	80,000
6	Audit	5,000
7	Bank Fees	
8	Repairs & Maintenance	10,000
9	Catering & Hospitality	
10	Collections Conservation	
11	Collections Management	

12	Conferences & Meetings	300	
13	Cost of Sales	5,076	
14	Depreciation	0	
15	Dues & Subscriptions	2,300	
16	Equipment Rental	10,300	
17	Facilities - Other	0	
18	Fundraising Expenses – Other	2,000	
19	Fundraising Professionals	20,000	
20	* Grantmaking Expense	0	
21	Honoraria	0	
22	In-Kind Contributions	30,000	
23	Insurance	20,850	16,000
24	Interest Expense	0	
25	Internet & Website	18,000	
26	Investment Fees	0	
27	Legal Fees	0	
28	Lodging & Meals	0	
29	* Major Repairs	0	
30	Office Expense – Other	4,800	
31	* Other	6,500	
32	Postage & Shipping	1,000	
33	Printing	300	
34	Production & Exhibition Costs	6,050	
34a	Programs – Other	0	
35	Professional Development	3,000	
36	* Professional Fees: Other	20,720	
37	Public Relations	200	
38	Rent	840,000	
38a	Recording & Broadcasting Costs	0	
38b	Royalties/Rights & Reproductions	0	
39	Sales Commission Fees	0	
39a	Security	0	
40	Supplies - Office & Other	11,000	
41	Telephone	12,000	8,459
42	Touring	0	
43	Travel	1,500	
44	Utilities	17,000	15,000
45	TOTAL EXPENSE	1,770,975	
	Total Expenses Less In-kind	870,975	542,185
46	Change in Net Assets	6,537	0

Budget Notes:

EARNED INCOME

- 14 Advertising Revenue - \$2,280 decrease.
A higher income was projected last year from the sales of anniversary magazines.

CONTRIBUTED SUPPORT

- 21 **Board Contribution** – \$500

- 23 **Corporate Contributions** - \$12,500 decrease based on 2013-2014 contributions.

- Mission Bowling Club initially pledged \$1,000 monthly, but was unable to keep the pledge.
- MCCLA’s did not have a Fund Development / Marketing Coordinator for 6 months and some corporate funding requests were not followed up.
- FY 2014-2015 – MCCLA intends to seek sponsorships from at least 5 local businesses. 5 businesses at \$1,000 each \$5,000

- 24 **Foundations**

AHIMSA	\$ 2,000	submitted
Fleishacker	\$10,000	letter of intent submitted
Zellerback	\$ 2,500	to apply

- 25a **Government-City-Other**

SF Neighborhood Arts Collab. -	\$5,000	Letter of intent submitted on behalf of 4 organizations (\$25K)
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- 26 **Government-County** \$4,597 JOBS NOW – Front Desk Position

- 28 **Federal** - intended to apply to NEA for \$10K for preservation funds for the Archival Project, but the collection will most probably be housed at UC Santa Barbara, instead.

- 29 **Special Events–Fundraising** - \$11,000 decrease.
MCCLA projected 2 small fundraisers and a big fundraisers mid-year, and a big fundraiser in the Summer. MCCLA had the two smaller fundraisers, but not the greater since we did not have the Fund Development Coordinator in place.

- 30 **Other Contribution**

MCCLA was donated a Carlos Santana guitar which will be raffled this year.

- 31 **In-Kind Contribution**

Rental	\$840,000	
Volunteers	<u>\$ 27,363</u>	(2,763 volunteer hrs. @ \$10)
	\$867,363	

EXPENSES

Total Salaries and Fringe	\$543,723
1 Salaries **	\$422,347
8 Benefits***	<u>\$ 43,990</u>
	\$466,336 (COLA benefits included)

**Salaries - Include # 15 staff and 1 seasonal (Summer Program).

- The House Tech staff position was eliminated. Two tech contractors were retained.
- 1 position will be hired through Jobs Now. JN will contribute \$6,000 Front Desk Security position, for a period of 6 months. Which \$1,403 allocated into FY 2013-14 because employee was hired before 6/30/2014

*****Benefits-Other**

- **PTOs** (2014-15), carry over PTOs (2013-14), and holiday benefits.
 - COLA - \$8,013 – included in total Wages.
 - \$3,606 - 4 positions were given a modest \$.50 increase
 - \$5,373 – 8 positions were given 6 paid holidays
 - \$8,979
 - \$ 687 - taxes
 - \$9,666

8 **Repairs & Maintenance** - \$22,485 (\$13,985) \$10,000 will be used to install new floors in Studio D. and other minor studio repairs.

18 **Fundraising Expenses** - Other (\$3,000 decrease) related to Support income line #29 (Special Events – Fundraising)

31 **Other**
 ADP Payroll Charges \$6,500

32 **Postage & Shipping** – (decrease \$2,500) related to Gallery exhibits.

36 **Professional Fees – Other** \$20,220
 includes:

- 50% events collaboration fee split. (Ticket Sales)
- 60% workshops collaboration fee split
- 70% art sales commission fee

Mission Cultural Center for Latino Arts ORGANIZATIONAL CHART – FY 2014-2015

Jennie E. Rodriguez
Executive Director
1.0 FTE (Exempt)

Programming

Angelica Rodriguez
Gallery Coordinator
(30hrs.) .75 FTE

Andreina Maldonado
Events /Media Coordinator
(30hrs.) .75 FTE

Leticia Paez
Arts Education & Outreach Coord
(30hrs) .75 FTE

Adrian Arias
Multimedia Coordinator
(32hrs) .80 FTE

Marsha Shaw
Mission Grafica Coordinator
(35hrs) .87 FTE

Nichole Martinez
Program Assistant Youth Summer
(37hrs) .92 FTE

Yeiber Cano
Graphic /Web Designer Contractor
(10hrs) .25 FTE

Ivonne Iriondo
Photography/Video Contractor
(10hrs) .25 FTE

Operations

Nicolas Ceballos
Administrative Assistant
(30hrs) .75 FTE
Volunteers

Anna Tafolla
Box Office / Cashier
(38hrs) .95 FTE

Vacant
Fund Dev/ Mktng Contractor
(20hrs) .50 FTE

Deifilia Montoya
Operations & HR Associate
(33hrs) .82 FTE

Brenda Chow
Bookkeeper
(24hrs) .60 FTE

Sofia Cortez
Bookkeeper / Box Office Back-up Contractor
(12hrs) .30 FTE

Lilian Botello
Receptionist
(30hrs) .75 FTE

Facilities

Gerardo Perez
Facilities Maint. #1
(35hrs) .87 FTE

Claudia M. Abrego
Facilities Maint #2
(20hrs) .50 FTE

Efrain Hernandez
Front Desk/Security
(35hrs) .87 FTE

Jonathan Jay
House Manager/Theatre Contractor
(10hrs.) .25 FTE

Tearsa Hammock
House Manager/Theatre Contractor
(10hrs) .25 FTE

Deifilia Montoya

2918 Cesar Chavez Street, San Francisco, CA 94110
(415) 850-6325 Cell: (415) 725-2166
E-mail: deifi1416@yahoo.com

Objective : Events'and'Media'Coordinator

Summary of Qualifications

- Administrative Assistant experience with payroll and basic book-keeping skills
- Formal education in Architecture and Construction Business Administration
- Computer Skills /Software: Auto desktop, 3D modeling, PhotoShop, MS Office, & QuickBooks
- Trilingual-English, Spanish and Portuguese

Professional Experience

Office and Project Management

- Office administrative assistant duties such as documentation support, make Certified Payroll coding certified payroll, recording subcontractors' billing form, place material orders, maintaining RFI, Submittal, transmittals check logs and overall general office duties.
- Customer services operating cash register including daily journal entries and financial report for book order report.
- Created drawings for a residential building complex according to urban planning guidelines
- Drafted section details and elevations for a new police station
- Designed and drafted all architectural plans for remodel of recreational area of a country club
- As a volunteer, designed, drafted, and managed construction of an extension of a regional medical center to serve the needs of a large district.

Work History

Const. Management Admin.	Forem Metal Mfg.	CA	2005
Intern Const Admin. Assist	Sasco San Francisco Office	CA	2004
Clerk	Continental Appliance	CA	2004-2005
Cad Drafter	Sunflower Design, Architecture (temporary PT)	CA	2004
Sales Associate	CCSF Bookstore (Seasonal)	CA	2001-2004

Education and Training

Construction Management Science Assoc

City college of San Francisco, Bachelor Science Assoc.

Architecture and Science of Engineering (B.A.)

Universidad Femenina Sagrado Corazon Lima Peru, BA A

AIA San Francisco. American Institute Architects

Certificates:

Introduction to Small Business administration, Introduction to Supervising Management, Computer Accounting QuickBooks at the CCSF, Reading Blueprints, Exterior and Interior Finishing, Electrical Applications, & Rough Carpentry Framing.

MCBA, Master in Construction Business Administration and Real State

University Catholic of Peru and Polytechnic of Madrid

Angelica A. Rodriguez
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510/ 506-2374
tekpatl@me.com

- Skills** Possess strong interpersonal skills
Work well in stressful fast paced environments
Speak, read, and write Spanish fluently
Cash up experience
- Education** **UNIVERSITY OF CALIFORNIA, BERKELEY**
Bachelor of Arts in Art Practice
December 2008
Honors
- Relevant Experience** **CELIA HERRERA RODRIGUEZ, Berkeley, CA**
Artist/ Teacher's Assistant (Aug. 2008-present)
- Instructed class when Celia was out of town
 - Prepared art supplies in her studio for students to work
 - Created Excel worksheets for her art business
- JUANA ALICIA MONTOYA, Berkeley, CA**
Artist Intern (Aug. 2006-Aug.2008)
- Worked at Juana's studio on various projects in Berkeley
 - Instructed art classes at Far West High School & Emiliano Zapata High School in Oakland
- Work Experience** **Whole Foods Market, Oakland, CA**
Customer Service Clerk/ Cashier
Full-time (March 2009-present)
- Rang up the most customers the day before thanksgiving without compromising customer service in 2009
 - Participated in an interview panel for supervisor applicants
- Barnaby, Inc. (a.k.a Good Vibrations) Berkeley, CA**
Sex Educator Sales Associate
(February 2003-November 2006)
- Cashiered at retail store & audited weekly sales reports.
 - Facilitate hard to teach health related workshops for their education department
 - Attended monthly meetings and participated in overall decision making for the company

St. Anthony Foundation, Senior Services
Administrative Assistant/Receptionist
(August 1999-August 2002)

- Monitored reception area and answered phones
- Typed minutes for meetings and reconciled petty cash

Angelica A. Rodriguez
1218 11th Oakland, CA 94606

510/ 506-2374
tekpatl@me.com

REFERENCES

JUANA ALICIA MONTOYA

Artist
Professor at Berkeley City College
Berkeley, CA
510/ 978-1060
juanaaliciam@gmail.com

CELIA HERRERA RODRIGUEZ

Artist
Professor at University of California Berkeley
Berkeley, CA
510/ 507-4419
celiahrodriguez@comcast.net

DR. RON LOPEZ

Professor
Sonoma State University
Rohnert Park, CA
707/ 291-0521
ronzolopez@earthlink.net

707-303-0741
andreina@jiridon.com
<http://jiridon.com>

EDUCATION

Indiana University

Bloomington, IN 08/2007-05/2013

Bachelor of Arts

Major: Anthropology Concentration in Cultural and Biological Anthropology Completed
Animal Behavior minor program GPA: 3.5/4.0 Dean's List: Spring 2012, Fall 2011,
Spring 2011

EVENT & MEDIA COORDINATOR EXPERIENCE

JIRIDÓN

Bloomington, IN and CA 2011-present

- Organize teaching artists, instrument equipment, and information materials for different cultural workshops during the year.
- Supervise the safe storage of supplies before, during, and after cultural events.
- Maintain up-to-date distribution links, both online and in-person, for promoting media materials, including posters, flyers, videos, calendars, etc.
- Work closely with community centers such as churches, radio stations and public libraries to promote programs and ensure that people from different backgrounds get access to cultural programming.
- Developed and designed the website for Jiridón.
- Spokeswoman for Jiridón cultural programs at the Latino radio station in Bloomington, IN.
- Conserve a record of all promotional materials used in past events.
- Organize and plan free show demonstrations for promoting classes, workshop, and events.
- Organize and update records of clients, invoices, contracts, and relevant information into a master excel document.
- Work closely with the graphic designer to provide information and enhance the overall look of the promotion materials.
- Promote Jiridón events online on social media venues such as Facebook, Instagram, Twitter, etc.
- Design press kit for Jiridón.
- Handle program inquiries via email, phone, and in person.

707-303-0741
andreina@jiridon.com
<http://jiridon.com>

TEACHING EXPERIENCE

Jiridón Kids

Bloomington, IN and CA 2011-present

Co-director/founder

- Design and implemented the mission of JIRIDÓN KIDS, as well as developed program options and pricing.
- Communicate with clients, maintain public relations, and serve as a liaison between institutions and JIRIDÓN KIDS.
- Oversee and coordinate events.
- Work hand-in-hand with YMCA summer camps and after schools programs across the Mid-West to bring JIRIDÓN KIDS to their facilities.
- Lead instructor for over 50 interactive performance workshops, age K-12 and adults.
- Co-instructor for dance and music workshops with mentally and physically disabled children.
- Plan dance routines accompanied by live drumming.
- Organize children in a hectic environment.

Danzas Maracay

Maracay, Venezuela 2012-continuing

Teacher/Performer

- Volunteer as a dance teacher in a low-income community dance company.
- Prepare warm-up, and dance lessons for over 20 children, age 3-16.
- Create a dance performance for the community with 10 children, age 8-16.
- Design custom-made costumes for different choreographic dances.
- Work closely with company's director to develop strategies for effectively reaching at-risk youth.

Performing Artist with Saakumu Dance Troupe

Bloomington, IN 2008-2013

Performer/Co-instructor

- Perform traditional Ghanaian and Ivorian dances for large audiences.
- Perform traditional Ivorian drumming, and songs.
- Help lead dance routines for 30-50 audience members.

707-303-0741
andreina@jiridon.com
<http://jiridon.com>

TRANSLATING EXPERIENCE

Translating school documents

08/2007-present

- In order to better understand the articles assigned, I translated them into Spanish. This gave me the skill of translating immediately after reading a passage. In addition, translating allowed me to become a more eloquent Spanish and English speaker, as well as a faster translator.

Translating at WFHB community radio station

Bloomington, IN 2010-2013

- Translated written articles, local events, news etc. from English to Spanish twice a month.
- Hosted a live radio show called HOLA Bloomington, where we discussed social issues, current events, creative arts, etc.
- Opened a public forum where the Spanish speaking community of south-central Indiana could express, connect, and share news, opinions, and events.

Translating for public school psychologist

2009

- I aided a school psychologist assess the integration level of Latino children by orally translating written and oral exercises.
- I translated conversations between the psychologist and the parents of these children.

PERFORMING EXPERIENCE

Jiridón

2009-present

- Perform over 100 shows with Jiridón, showcasing both traditional and original repertoire from Venezuela, West Africa, Colombia, Brazil and USA.
- Arrange, create and embellish original music.
- Create new dance choreography.
- Design costumes for shows.
- Reach out for audience participation.
- Showcase an example of a multicultural musical band.

707-303-0741
andreina@jiridon.com
http://jiridon.com

Master drummer and dancer Dr. Djo-Bi Irie Simon

2009-present

Apprenticeship

- Learn traditional Ivorian dances, with emphasis on the Guru Dance culture, West Africa.
- Perform with Dr. Djo-Bi at different events.
- Occasionally lead warm-up routines for dance classes.
- In-continuation for a teaching certificate.

Master dancer Evelyn Yaa Bekore (Saakumu Dance Troupe)

2010-2013

Apprenticeship

- Learn traditional dances and songs from Ghana, West Africa.
- Perform with Saakumu Dance Troupe for different cultural events.
- Assist in leading warm-ups for a 101 Ghanaian Drumming and Dance class at Indiana University, part of the ethnomusicology department curriculum.

African American Dance Company

Bloomington, IN 2010-2013

Dance member/performer

- Worked with the company for 18 consecutive months.
- Learned history of African dance and body aesthetics.
- Collaborated with other dance members to create new pieces for concerts.
- Performed over 10 original pieces created by director, Iris Rosa.

Flores Do Samba Dance Company

Bloomington, IN 2010-2012

Performer/Co-instructor

- Work hand-in-hand with artistic director to develop new choreography and themes for upcoming concerts.
- Lead warm-ups and teach African body aesthetics.
- Help organize and coordinate performances.
- Collaborate with other dancers to produce new theatrical pieces.

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andreina@jiridon.com
<http://jiridon.com>

El Sistema Maracay, Venezuela *Student of performance arts*

1993-2003

- Learned traditional and classical music from Venezuela.
- Learned traditional Venezuelan dances from the Afro-Venezuelan culture.
- Learn the importance of discipline.
- Inspired me to consider a life-long relationship with performing arts.

OTHER EXPERIENCE

Roots on the Square Bloomington, IN

2007-2010

Server/Barista

- Quality Assurance of food and drinks from the kitchen to the tables.
- Customer Satisfaction in a hectic environment.
- Served over 10 tables simultaneously.
- Problem resolution between customers and employees.

SKILLS

- Native Spanish speaker.
- Full professional proficiency in English.
- Radio host for Spanish speaking community (WFHB community Radio).
- Dance Education.
- Percussion performance.
- Traditional Afro-Venezuelan dance.
- Seamstress for performance costumes.
- CPR Certification.
- Work best in fast paced environments.
- Proficient in Mac, Microsoft, Photoshop, and fast learner in other computer applications.
- Great PR and promoter.
- Spokeswoman.
- Work well under pressure.
- Multi-task.



Mission Cultural Center for LATINO ARTS

A Unique Cultural Experience!

BOARD OF DIRECTORS - JUNE 30, 2014

1	Paulo Acosta-Cabezas	06/12	1728 Ocean Ave #369 San Francisco, CA 94112	Director / Owner Cara & Cabezas Contemporary / Mama's Art Cafe Assoc. Bolivian Women Leadership SF SF Travel Business	415 305-0938	gallery@carandcabezas.com
2	Magdalena Blackmer Secretary	04/09	1026 Capp St. San Francisco, CA 94110	Legal Assistant Morrison & Foerster LLP Danzantes Unidos de CA San Jose Jazz Festival	415 424-5144	magdalena.blackmer@gmail.com
3	Francisco Gomez Chair	03/11	760 18th Ave. San Francisco, CA 94121	Manager, Planning, and Administrator Office of the Executive Director State Bar of CA 372 Rich St. Artist Assoc.	415 309-3426	luzyluna francisco@gmail.com
4	Rosa E. Jaquez	07/09	242 Fair Oaks San Francisco, CA 94110	After School Program Coordinator Edison Charter Academy School, Carnaval Committee	415 310-2637	rjaquez@edisoncharteracademy.com
5	Luis Enrique-Paez Vice Chair	02/12	3986 26th St. San Francisco, CA 94131	CEO Sr. Construction Mgr. / Owner CUBE Associates, Inc. Resident Engineer Palega Playground Board Tabernacle Community Dev. Corp. USGBC US Green Building Council Construction Mgmt. Assoc. of America	415 235-7476	lepaez@cubbeassoc.com
6	Eduardo Ramirez Treasurer	02/12	488 Anderson St. San Francisco, CA 94110	Mental Health Administrative Officer Minority Veterans Program Coordinator SF Commission of Veteran Affairs Leadership Institute	415 750-2189	eduardo.ramirez@att.net
	Jennie E. Rodriguez Executive Director		3370 24th St. San Francisco, CA 94110		415 845-1661	jennie@missionculturalcenter.org



CERTIFICATE OF PROPERTY INSURANCE

OP ID: JI

DATE (MM/DD/YYYY)

03/27/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28.

PRODUCER Andreini & Company-San Mateo License 0208825 220 West 20th Ave San Mateo, CA 94403 Andreini & Company		Phone: 650-573-1111 Fax: 650-378-4361	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID: MISSI-1	FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: North American Elite Ins Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 29700
INSURED Mission Cultural Center for Latino Arts 2868 Mission Street San Francisco, CA 94110					

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER: 001**

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Premises: 2868 Mission Street, San Francisco, CA 94110

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS
A	<input checked="" type="checkbox"/> PROPERTY	CWB00041790902350	03/18/2014	03/18/2015	<input checked="" type="checkbox"/> BUILDING	\$ 8,900,000
	CAUSES OF LOSS				<input checked="" type="checkbox"/> PERSONAL PROPERTY	\$ 156,000
	<input type="checkbox"/> BASIC	Replacement Cost			<input type="checkbox"/> BUSINESS INCOME	\$
	<input type="checkbox"/> BROAD		<input type="checkbox"/> BUILDING			<input type="checkbox"/> EXTRA EXPENSE
					<input type="checkbox"/> RENTAL VALUE	\$
A	<input checked="" type="checkbox"/> SPECIAL				<input type="checkbox"/> BLANKET BUILDING	\$
	<input type="checkbox"/> EARTHQUAKE				<input type="checkbox"/> BLANKET PERS PROP	\$
	<input type="checkbox"/> WIND				<input type="checkbox"/> BLANKET BLDG & PP	\$
	<input type="checkbox"/> FLOOD					\$
	<input type="checkbox"/> INLAND MARINE	TYPE OF POLICY				\$
	CAUSES OF LOSS	POLICY NUMBER				\$
	<input type="checkbox"/> NAMED PERILS					\$
	<input type="checkbox"/> CRIME					\$
	TYPE OF POLICY					\$
	<input type="checkbox"/> BOILER & MACHINERY / EQUIPMENT BREAKDOWN					\$
						\$
						\$

SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

City and County of San Francisco, San Francisco Arts Commission is included as Loss Payee per form NAE-AMS-DEC (07/13) & BP12030110 attached.

CERTIFICATE HOLDER

SFRSFR3

City & County of San Francisco
 San Francisco Arts Commission
 25 Van Ness Avenue, #345
 San Francisco, CA 94102

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

MISSI-1

OP ID: J1

DATE (MM/DD/YYYY)
03/27/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Andreini & Company-San Mateo License 0208825 220 West 20th Ave San Mateo, CA 94403 Andreini & Company		Phone: 650-573-1111 Fax: 650-378-4361	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No):																					
INSURED Mission Cultural Center for Latino Arts 2868 Mission Street San Francisco, CA 94110		<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td>Nonprofits Insurance Alliance</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td>Hartford Fire Insurance Co.</td> <td>19682</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Nonprofits Insurance Alliance		INSURER B:	Hartford Fire Insurance Co.	19682	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER F:																								

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER: 001

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X		201402350NPO	03/18/2014	03/18/2015	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 20,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GENERAL AGGREGATE \$ 2,000,000						PRODUCTS - COM/POP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						\$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
A	AUTOMOBILE LIABILITY			201402350NPO	03/18/2014	03/18/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						\$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		N/A				OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
B	Crime			57BDDAM2066	03/18/2014	03/18/2015	E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 City and County of San Francisco, San Francisco Arts Commission, its officers, agents, employees and members are included as additional insured per endorsement CG20260704 as respects to General Liability where required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

CITSFR3 City & County of San Francisco San Francisco Arts Commission 3rd Floor 25 Van Ness St., #345 San Francisco, CA 94102	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Jessica Monahan</i>
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Mission Cultural Center FOR LATINO ARTS
A Unique Cultural Experience!

2014-15 RATE SHEET

SPACE	MAXIMUM CAPACITY	WEEKDAY MORNING (10-4PM) PER HOUR	WEEKDAY EVENING & WEEKENDS PER HOUR	Per Day (6-8 Hours)	DIMENSIONS
Dance Studio A*	50	\$22.00	\$45.00	\$270.00	24' x 26'
Dance Studio B*	80	\$25.00	\$50.00	\$300.00	42' x 50'
Music Studio C	20	\$20.00	\$40.00	\$240.00	17' x 16'
Art Studio D	50	\$22.00	\$45.00	\$270.00	41' x 31'
Dance Studio E*	25	\$20.00	\$40.00	\$240.00	20' x 35'
La Salita (Meeting Room)	25	\$20.00	\$40.00	\$240.00	--
Large Gallery	150	\$65.00	\$85.00	\$510.00	3,231 Sq. Ft.
Inti-Raymi (Small Gallery)	50	\$40.00	\$55.00	\$330.00	1,469 Sq. Ft.
Lobby	50	\$22.00	\$45.00	\$270.00	50' x 19'
Theater**	150	\$70.00	\$120.00	\$720.00	47' x 16'
Theater and Lobby	--	\$92.00	\$165.00	\$990.00	---
Theater with Light and Sound Tech	---	\$105.00	\$155.00	\$930.00	---
Theatre, Light and Sound Tech, and Lobby	---	\$127.00	\$200.00	\$1200.00	---

*Studios A, B and E are only for dance purposes only.

**Please explain on the Event Proposal Sheet the nature of the lobby purpose

SERVICE	EVENT RATE	
Website Advertisement	\$30.00	
EQUIPMENT (Inventory)	EVENT RATES	
Projector	\$35.00	
Portable Screen	\$15.00	
Microphones	\$15.00	
DVD Player	\$15.00	
Portable Sound System	\$60.00	
Folding Metal Chairs (40)	\$1.00	
Mini Round Cocktail Table (8)	\$7.00	
8 foot Table (3)	\$12.00	
6 foot Table (4)	\$10.00	
4 foot Table (3)	\$8.00	
5 foot Round Table (1)	\$10.00	
Podium	\$12.00	
Coat Hanger	\$12.00	
Platform	\$15.00	
STAFF	HOURLY RATES	WHOLE DAY RATES
House Manager	\$35.00	\$180.00
Light and Sound Tech	\$35.00	\$180.00
** House tech consultant fee	\$120.00 per rental	

Prices are subject to change. Please call (415) 643-2776

2014-2015 Rates

Bookings Department

5/30/14

Mission Grafica

Studio Hours:

Tues-Fri 10am-6pm

Sat 10am-5pm

Phone 415-643-2786

grafica@missionculturalcenter.org



MISSION CULTURAL CENTER
FOR LATINO ARTS
1977-2012
35 YEARS OF ART & CULTURE

Studio Rental and Services

Studio Rental

1 day \$35

1 month \$125

Monthly rentals include a flat file and storage area

Textile Studio Rental

1 day \$45

1 week \$125

Cleaning, Coating and Exposing

Small Screen (11"x14" or smaller) \$10

Standard Screen (18"x22) \$15

Large Screen (24"x36 or larger) \$20/\$25

Studio Rentals Include

Space and equipment for printing

Exposure unit and wash out sink

Drying racks

You must bring your own screen and supplies for classes and rentals

Printmaking Class Schedule

Screenprinting: \$15/class

Day	Time	Instructor
Tuesday	6-9	Irina Yeh
Thursday	6-9	Calixto Robles
Saturday	11-2	Calixto Robles

Student Supply List

Your image on acetate (2 copies)

Screen

Emulsion

Water-based screen printing ink (paper or textile)

Newsprint

Plastic containers (for mixing inks (no food containers)

Tape clear packaging tape & masking tape

What you are printing on paper or cloth

Relief: \$15/class

Day	Time	Instructor
Thursday	6-9	Gustavo Mora

Student Supply List

Linoleum or wood plates

Paper (Rives BFK, Arches, Stonehenge, etc)

Ink

Newsprint

Etching and Monotype: \$15/class

To be announced

ALL CLASSES ARE DROP-IN AND WELCOMED TO BEGINNERS