

**APPLICATION FORM**

2014 – 2015 SFAC GRANT ALLOCATION \$ 327,835

**CONTACT INFORMATION:**

ORGANIZATION NAME: Bayview Opera House

STREET ADDRESS: 4705 3<sup>rd</sup> Street

CITY/STATE/ZIP CODE: San Francisco, CA 94124

EXECUTIVE DIRECTOR: Barbara Ockel

OFFICE PHONE: 415-824-0386 EMAIL: Barbara@bvoh.org

IN CASE OF EMERGENCY/ CELL PHONE: 415-640-6626

SIGNATURE:  DATE: 8/26/14  
(SUBMITTED BY PERSON AUTHORIZED TO SIGN CONTRACTS, REPORTS, AND INVOICES)  
PRINTED NAME: Barbara Ockel TITLE: Executive Director

HOURS OF OPERATION: \_\_\_ MO- FRI 9-5, EVENINGS AND WEEKENDS AS NEEDED FOR ACTIVITIES  
AND BY APPOINTMENT \_\_\_\_\_  
(IF OPERATING A FACILITY)

**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) – NO CHANGE
- 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 – NO SUBTENANTS
- List of building rental rates for the public and sub-tenants – unchanged, but not currently applicable
- List of office rates for the sub-tenants – N/A

## NARRATIVE QUESTIONS:

The San Francisco Arts Commission’s Cultural Center Program is prioritizing the following four goals based on our Charter Mandate and the 2014-2019 Strategic Plan. **Please use up to four pages** to describe how your organization will achieve these goals this year noting SMART (specific, measurable, attainable, realistic, and time-sensitive) goals, objectives and outputs.

- **Support cultural equity and access to high quality arts experiences for all**
  - What are your programmatic and curatorial goals? What is your organization’s creative decision making process? How is your constituency engaged in developing programs?
  - How does your organization serve a diverse audience? Who is your current audience and how will you assess this?
- **Support artists and arts organizations**
  - How does your organization provide employment or earned income opportunities for artists?
  - How does your organization provide technical assistance and professional development opportunities for artists and arts administrators?
  - What is your organization’s strategy for integrating these opportunities into programming?
  - What are the needs around artist work, rehearsal, and presentation space in your community? How is your organization addressing those needs?
- **Play a critical role in strengthening neighborhoods and communities**
  - How does your organization gather information about community needs? How does your organization decide to create and implement programming that responds to those needs?
  - What kinds of artistic collaborations (creative decision making between the Center and one 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?
- **Invest in a vibrant arts community**
  - How does your organization develop staff and artistic leadership that can contribute to the arts ecosystem? What systems are in place to encourage and allow them to do this work?
  - In what way does your organization strive to provide livable wages and benefits to your staff?

[Maximum four (4) pages – you need not use all the pages allowed. Use Arial 12-point font with 1” margins, single line spacing with one line of space between paragraphs.]

- **Support cultural equity and access to high quality arts experiences for all**

The BVOH’s mission to “serve as the focal point for Art and Culture in the Bayview Hunters Point (BVHP) Community by providing accessible, diverse, and high-quality arts education, cultural programs and community events” directly aligns with the SFAC’s goal to support cultural equity and access to high quality arts experiences for all. Our primary target audience is the residents of BVHP, a community with a large percentage of culturally and economically underserved children and adults.

1. Our flagship Dare 2 Dream (D2D) arts education program serves almost exclusively children who attend Bayview daycare facilities and schools and/or live in Bayview. Additional schools and organizations that we count among our partners, for example Daniel Webster Elementary School on Potrero Hill, or Portola Family Connections, have a similar socio-economic demographic. Many students live in public housing and have few other opportunities to engage in the arts. Last fiscal year we served 821 unduplicated youth despite our closure part way through the year, not counting brief event arts engagements.

The kids in Bayview schools have a majority of African American children, but we are seeing more and more Latino and Asian children, as parents put their kids into Bayview schools after school buses were curtailed, and our program participants reflect the schools’ demographics.

2. The majority of our cultural events have around 90% participation from Bayview residents. We have been able to show this over and over again by our attendee surveys conducting during our large outdoors events, Winter Wonderland and 3<sup>rd</sup> on Third. As can be seen by simple inspection of events and pictures thereof, the audience is extremely diverse, with African-Americans a majority, but intermingled with Caucasians, Latinos, Pacific Islanders and Asians, and this is also reflected in recent surveys. The age distribution is all across the spectrum, with a large number of children and another bulge in the 30-55-age range.
3. BVOH employs a significant number of San Francisco artists, both to teach our Dare 2 Dream classes, and to help create the artistic components of community events. Artists develop their own curricula for their D2D classes, either originating from their own ideas, in consultation with BVOH staff and responding to requests and input from teachers at the schools we work with. BVOH also engages artists to design and conduct arts activities that engage the public, both children and adults, at public events. For many events there is a working group with a variety stakeholders that collectively develops and discusses ideas for event features.
4. Goals for 2014-2015
  - a. Put on at least 12 outdoor community events in Bayview with an average participation of at least 400 people.

- b. Engage at least 30% of the event audience in active listening, watching and hands-on art making at each event.

### **Support artists and arts organizations**

1. BVOH employs professional artists to teach all our Dare 2 Dream arts classes at schools, other centers and at the Bayview Opera House. Furthermore BVOH hires artists to provide arts activities, performances and other arts-based engaging activities at our public community events. Additional artists are paid for major dedicated performance events, commissioned to create artwork for display on our property or elsewhere, such as local restaurants or partner venues such as SOMArts.
2. BVOH gives artists the opportunity to perform other functions related to events such as creating attractive signage, props, event exhibits, installing these items and learning about art in a public community setting. BVOH also encourages artists to engage audiences in new ways that supersede the traditional one-sided performance or exhibit by challenging them and assisting them in developing ideas for interactive art and at the same time providing a platform where these new artistic creations can be presented. BVOH collaborates with artists on grant applications for specific projects that relate to BVOH events. BVOH also provides workshops on curriculum development to our teaching artists. In the annual Open Studios event, BVOH gives emerging visual artists an opportunity to exhibit their art alongside more established artists.
3. There is a large need for space for a plethora of community and artistic events. When our facility re-opens, BVOH will continue to provide affordable rental space, as well as marketing and logistical support for such programs. BVOH also provides rehearsal time and space to groups who perform at the BVOH, often free but always at low cost. When the building re-opens next fiscal year, we will explore further opportunities for artist residencies.
4. Goals for 2014-2015  
 Note: this year these goals are limited to goals attainable without the BVOH building available.
  - a. Provide paid teaching opportunities to at least 10 professional artists for regular Dare 2 Dream classes and arts activities during community events.
  - b. Pay at least 6 professional artists to create their own artistic community engagement projects, to be integrated with existing BVOH events.
  - c. Commission at least two professional visual artists to create art installations that actively engage the community in the creation and/or display of those pieces.
  - d. Actively pursue attracting at least 10 new high quality diverse artists to our organization by engaging them in current events, in order to build a larger circle of artists who want to perform/exhibit at the BVOH once it re-opens.

- **Play a critical role in strengthening neighborhoods and communities**

1. The BVOH is firmly rooted in the Bayview community, and entrenched in Bayview elementary and preschools through five years of our well-attended Dare 2 Dream ARTS program. Classes are regularly evaluated with questionnaires both with the children and their teachers, followed up by personal conversations with schoolteachers regarding their feedback. Because of existing long-term relationships, teachers often feel comfortable bringing their comments and suggestions directly to the D2D coordinator during the session as well. Written surveys during community events are an additional source of knowledge about community needs and wants.

As about 50% of Bayview's population is under the age of 18, a focus on youth covers a large part of the population. We use our relationship with the children to reach the parents, and engage parents in our events by spreading the word through their kids.

2. The BVOH has been engaging in artistic and other collaborations on a regular basis with people and organizations that rent the BVOH for their programs and events. This not being possible at the moment, The BVOH is looking forward to continuing our current collaboration with Bayview merchants and organizations such as BMAGIC, Community Ambassadors and the Bayview Underground Food Scene around the 3<sup>rd</sup> in Third events, although currently no written agreements exist. BVOH is, however, embarking on a more formal partnership with SOMArts around an art exhibit called Place/Displaced to take place in December. There is a strong interactive community component to this show that will take place during the September 3<sup>rd</sup> on Third event. Many of the "products" of these interactive art projects will be part of the exhibit at SOMArts. BVOH is also engaging in a partnership between the D2D program and artist William Rhodes, who is proposing a collaborative art project with Bayview children to be exhibited at SOMArts Day of the Dead exhibit, as he has for the past two years. Other planned collaborations include commissioning Infinity Productions led by Mary L. Booker to develop new work for a 3<sup>rd</sup> on Third event in the spring. BVOH has applied for funding that would make it possible to engage PUSH Dance Company leader Raissa Simpson both for a 3<sup>rd</sup> on Third interactive workshop for youth, but also to turn her piece "On Point" into a site specific work for the re-opening of the BVOH, responding to the new outdoor architecture.

BVOH will also work closely with artists Chris Treggiari, William Rhodes and others to create a changing exhibit in the Mendell Roots Garden for the various holiday events and activities. While viewable from the outside at any time, the exhibits will become part of the holiday community events in ever-changing ways.

In July BVOH has already partnered with architectural firm envelope, that was hired by PG&E to activate the site of the former Hunters Point Power Plant, to collaboratively put on the "Arts & Entertainment Day" featuring Circus Bella and a variety of games and arts activities that attracted over 650 people, and a formal agreement between BVOH and PG&E was signed.

For Fall Open Studios the BVOH has already initiated a collaboration between the 3.9 Art Collective and several other artists exhibiting in Building 110 at the Hunters Point Shipyard to create an “event” within the event in and around that building, slated for demolition.

3. Goals for 2014-2015
  - a. Conduct at least 8 formal surveys of at least 10% of the workshop/activity participants at schools and/or during events to gather community feedback.
  - b. Engage at least five different groups or organization in collaborative cultural events.
  - c. Create at least three formal agreements with artistic partners around specific events.
  - d. Promote the BVOH as an improved future performance and exhibition space by advertising in at least three new print and/or online publications.

### **Invest in a vibrant arts community**

1. BVOH engaged a fundraising professional two years ago to mentor the ED in fund development. This is resulted in a drastic increase in funding available and the mentorship continues to include areas of weakness, such as art presenting grants and individual donations, and the mentorship program will continue this year. During this year of closure staff is encouraged to spend some work time taking classes or attending workshops that build their skills to the next level, enabling them to grow with the organization.

BVOH encourages teaching artists to come up with their own curriculum and projects for D2D, and lead their groups to a positive artistic outcome, and provides leadership opportunities for artistic event components, development of the community garden as a gathering space, and encourages proposals from artists for projects they want to lead. BVOH also provides work opportunities to local teens, especially during events, but also for special projects developed collaboratively with them.

2. BVOH has given significant raises to the lowest paid employees last year, and the pay is good as measured by wages paid elsewhere for comparable work by similarly skilled individuals. BVOH will investigate the feasibility of providing health insurance to our current staff of three, as well as create a long-term plan to provide health benefits for a larger staff in the future.
3. Goals for 2014-2015
  - a. Ensure that each full time employee takes advantage of at least one skill building activity, but offer opportunities for more.
  - b. Offer at least 10 opportunities for teaching artists to design and implement their own workshop project with one of our target groups.

## 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: 100,000  
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): 16%
3. Total value of space provided for arts and cultural activity, according to your organization's published rates: 0, building closed
4. Total value of discounts provided on space for arts and cultural activity: \$ amount 0 and % 0 (\$ received/true value based on published rates) – building closed
5. Total value of support services provided for arts and cultural activity, according to your organization's published rates. 0 - building closed
6. Total value of discounts on support services provided: \$ amount 0, and percentage (discount amount /actual value) 0
7. Number of artistic collaborations (defined above): 3
8. Average amount of money spent on professional development per FTE (\$ spent/# of FTE): \$2500
9. Number of employees who attended professional development activities: 3

**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.

See attached

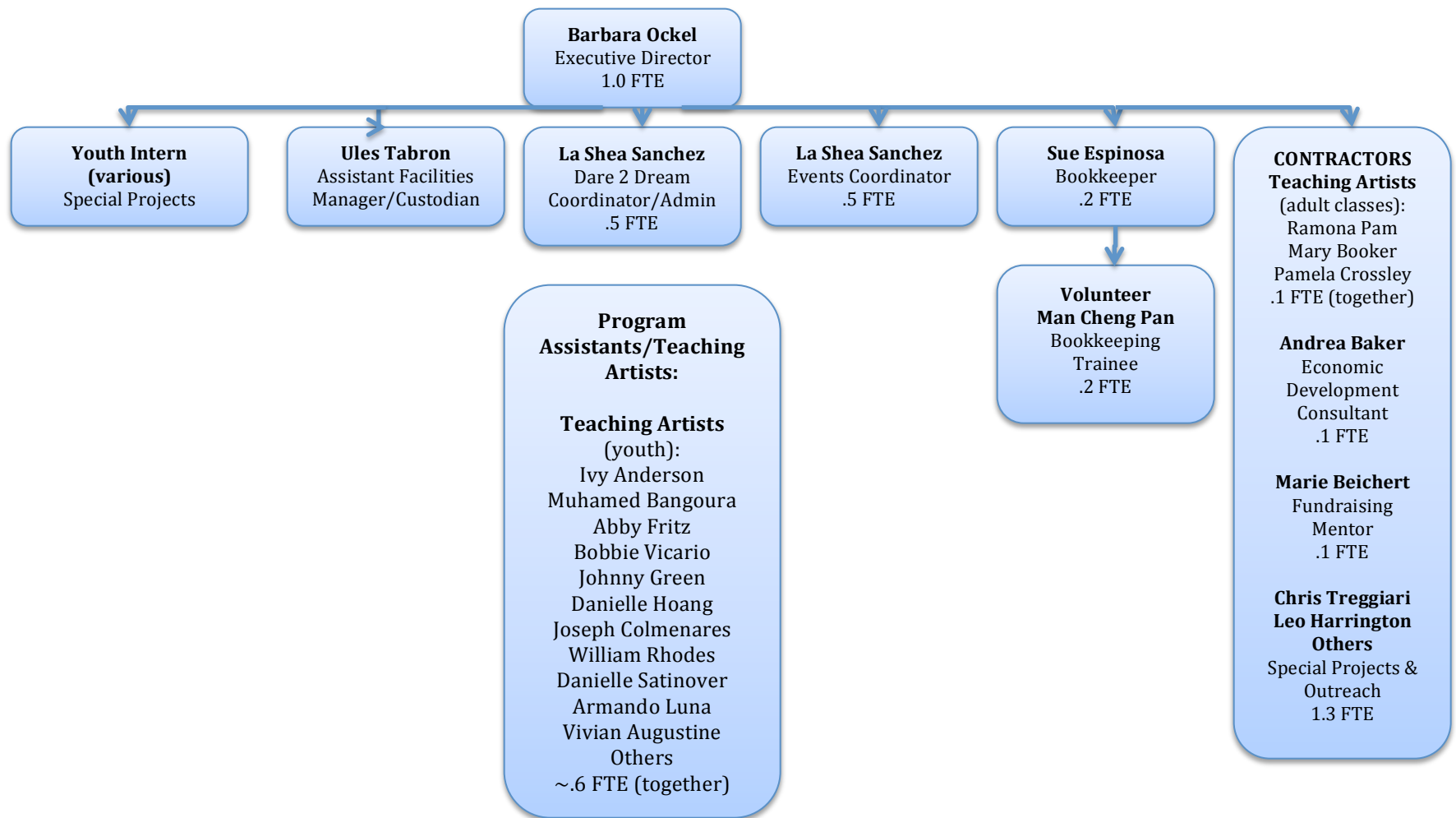


| <b>Bayview Opera House, Inc.</b> |                                       |               |  |                   |
|----------------------------------|---------------------------------------|---------------|--|-------------------|
| <b>Budget FY 2014-2015</b>       |                                       |               |  |                   |
|                                  | <b>EARNED</b>                         |               |  |                   |
| 1                                | Admissions                            |               |  |                   |
| 2                                | Ticket Sales                          | 2,000         |  |                   |
| 3                                | Tuitions                              |               |  |                   |
| 4                                | Workshop & Lecture Fees               | 4,500         |  |                   |
| 5                                | Touring Fees                          |               |  |                   |
| 6                                | Special Events - other                |               |  |                   |
| 6a                               | Special Events - Non-fundraising      | 11,500        |  |                   |
| 7                                | Gift Shop/ Merchandise                |               |  |                   |
| 7a                               | Gallery/Publication Sales             |               |  |                   |
| 8                                | Food Sales/ Concession Revenue        | 1,500         |  |                   |
| 8a                               | Parking Concessions                   |               |  |                   |
| 9                                | Membership Dues/Fees                  |               |  |                   |
| 10                               | Subscriptions - Performance           |               |  |                   |
| 10a                              | Subscriptions - Media                 |               |  |                   |
| 11                               | Contracted Services/ Performance Fees |               |  |                   |
| 12                               | Rental Income - Program Use           |               |  |                   |
| 13                               | Royalties/Rights & Reproductions      |               |  |                   |
| 14                               | Advertising Revenue                   |               |  |                   |
| 15                               | Sponsorship Revenue                   |               |  |                   |
| 16                               | Investments-Realized Gains/Losses     |               |  |                   |
| 17                               | Investments-Unrealized Gains/Losses   |               |  |                   |
| 18                               | Interest & Dividends                  | 660           |  |                   |
| 19                               | Other Earned Revenue                  |               |  |                   |
| 20                               | <b>Total Earned Revenue</b>           | <b>20,160</b> |  |                   |
|                                  |                                       |               |  |                   |
|                                  | <b>SUPPORT</b>                        |               |  | <b>SFAC GRANT</b> |
| 21                               | Trustee/ Board Contributions          | 3,500         |  |                   |
| 22                               | Individual Contributions              | 8,000         |  |                   |
| 23                               | * Corporate Contributions             | 25,000        |  |                   |
| 24                               | * Foundation Contributions            | 40,000        |  |                   |
| 26                               | * Government - County                 | 474,135       |  | 327,835           |
| 27                               | * Government - State                  | -             |  |                   |
| 28                               | * Government - Federal                | 19,600        |  |                   |
| 28a                              | Tribal Contributions                  |               |  |                   |
| 29                               | Special Events - Fundraising          |               |  |                   |
| 30                               | * Other Contributions                 |               |  |                   |
| 30c                              | Related Organization Contributions    |               |  |                   |
| 31                               | * In-Kind Contributions               | 8,000         |  |                   |

|    |  |                   |  |                   |
|----|--|-------------------|--|-------------------|
| 32 | Net Assets Released from Restrictions                                      | 25,000            |  |                   |
| 33 | <b>Total Contributed Revenue and Net Assets Released from Restrictions</b> | <b>603,235</b>    |  | <b>327,835</b>    |
| 34 | Total Earned and Contributed   | 623,395           |  |                   |
|    | Total Earned and Contributed (minus )                                      | 295,560           |  |                   |
|    | Previous Year's Total Revenue  | 601,769           |  |                   |
|    | Was the 20% Revenue Target met?  | yes               |  |                   |
| 37 | Of the total unrestricted revenue repor                                    | 598,395           |  |                   |
| 38 | Of the total unrestricted revenue repor                                    | 25,000            |  |                   |
| 39 | Total Operating and Capital Revenue  | 623,395           |  | 327,835           |
|    |  |                   |  |                   |
|    | <b>EXPENSES</b>  | <b>TOTAL ORG.</b> |  | <b>SFAC GRANT</b> |
| 1  | * Salaries   | 185,128           |  | 120,000           |
| 2  | Commissions  |                   |  |                   |
| 3  | Payroll Taxes  | 14,810            |  | 9,600             |
| 4  | Health Benefits  |                   |  |                   |
| 5  | Disability   |                   |  |                   |
| 6  | Workers' Compensation  | 10,188            |  | 6,000             |
| 7  | Pension and Retirement   |                   |  |                   |
| 8  | * Benefits, Other  |                   |  |                   |
| 9  | Total Salaries and Fringe  | 210,126           |  | 135,600           |
|    |  |                   |  |                   |
| 2  | Accounting   | 6,000             |  | 5,000             |
| 3  | Advertising and Marketing  | 28,000            |  | 10,000            |
| 4  | Artist Commission Fees   |                   |  |                   |
| 4a | Artist Consignments  |                   |  |                   |
| 5  | Artist & Performers - Non-Salaried   | 100,000           |  | 40,000            |
| 6  | Audit  | 5,300             |  | 5,300             |
| 7  | Bank Fees  | 1,000             |  |                   |
| 8  | Repairs & Maintenance  |                   |  |                   |
| 9  | Catering & Hospitality   | 4,500             |  | 2,000             |
| 10 | Collections Conservation   |                   |  |                   |
| 11 | Collections Management   |                   |  |                   |
| 12 | Conferences & Meetings   |                   |  |                   |
| 13 | Cost of Sales  |                   |  |                   |
| 14 | Depreciation   | 20,000            |  |                   |
| 15 | Dues & Subscriptions   | 600               |  |                   |
| 16 | Equipment Rental   |                   |  |                   |
| 17 | Facilities - Other   |                   |  |                   |
| 18 | Fundraising Expenses - Other   |                   |  |                   |
| 19 | Fundraising Professionals  | 18,000            |  | 18,000            |
| 20 | * Grantmaking Expense  | 1,200             |  |                   |

|                                       |                                  |  |  |                |
|---------------------------------------|----------------------------------|--|--|----------------|
| 21                                    | Honoraria                        |  |  |                |
| 22                                    | In-Kind Contributions            | 4,000  |  |                |
| 23                                    | Insurance                        | 18,000   |  | 10,000         |
| 24                                    | Interest Expense                 | 2,000  |  |                |
| 25                                    | Internet & Website               |  |  |                |
| 26                                    | Investment Fees                  |  |  |                |
| 27                                    | Legal Fees                       | 3,500  |  | 1,000          |
| 28                                    | Lodging & Meals                  |  |  |                |
| 29                                    | * Major Repairs                  |  |  |                |
| 30                                    | Office Expense - Other           | 600  |  |                |
| 31                                    | * Other                          |  |  |                |
| 32                                    | Postage & Shipping               | 400  |  |                |
| 33                                    | Printing                         |  |  |                |
| 34                                    | Production & Exhibition Costs    | 54,000   |  | 10,000         |
| 34a                                   | Programs - Other                 |  |  |                |
| 35                                    | Professional Development         | 10,000   |  | 5,000          |
| 36                                    | * Professional Fees: Other       | 81,000   |  | 60,000         |
| 37                                    | Public Relations                 |  |  |                |
| 38                                    | Rent                             | 15,000   |  | 12,000         |
| 38a                                   | Recording & Broadcasting Costs   |  |  |                |
| 38b                                   | Royalties/Rights & Reproductions |  |  |                |
| 39                                    | Sales Commission Fees            |  |  |                |
| 39a                                   | Security                         |  |  |                |
| 40                                    | Supplies - Office & Other        | 12,000   |  | 2,935          |
| 41                                    | Telephone                        | 6,000  |  | 4,000          |
| 42                                    | Touring                          |  |  |                |
| 43                                    | Travel                           | 5,000  |  | 4,000          |
| 44                                    | Utilities                        | 8,000  |  | 3,000          |
| 45                                    | <b>TOTAL EXPENSE</b>             | <b>614,226</b>   |  | <b>327,835</b> |
|                                       | Total Expenses Less In-kind      | 610,226  |  |                |
| 46                                    | Change in Net Assets             | 9,169  |  | -              |
|                                       |                                  |  |  |                |
| <b>Budget Notes:</b>                  |                                  |  |  | 0.16           |
| <b>Income:</b>                        |                                  |  |  |                |
| 6a - Special Events (non fundraising) |                                  | Outside events organized for pay, PG&E events, Spring Open Studios not certain (20k last year) |  |                |
| 12 - Rental Income                    |                                  | building closed, no rental revenues  |  |                |

|                               |  |
|-------------------------------|--|
| 23 - Corporate Contributions  | Chicago Title, Zephyr Realty committed to regular donations, prospective Lennar, STAR, YMCA, BMA, Whole Foods, PG&E, tech companies, banks |
| 24 - Foundation Contributions | pending Warriors 50k, prospective Fleishhacker, TSFF, HEALZone, Zellerbach, Bernard Osher, Wallace   |
| 26 - Government County        | SFAC 327,835 , SFAC 3rd on Third 75k, OEWD 30k, OEWD 1.2k Fiscal confirmed, NAC 25k pending, plus future opportunities                     |
| 28 - Government Federal       | NPS - deferred income SAT 9,600, pending NEA grant   |
| 31 - In- kind                 | Prospective Salesforce, Lowe's, others   |
| <b>Expenses:</b>              |  |
| 1 - Salaries                  | ED 100k, Program Coordinator 37k, Facilities Coordinator/Custodian 35k, Intern 13k   |
| 20 - Grantmaking Expense      | Underground Pop-Up Market grant from OEWD 1.2k, no others pending  |
| 36 - Professional Fees _Other | part-time: Bookkeeper, Special Projects Manager, Executive Assistant, Event/Outreach Worker  |
| 38 - Rent                     | need to rent office because of building closure  |
| 43 - Travel                   | travel to APAP conference, lease of car for BVOH outreach, errands   |



## **BAYVIEW OPERA HOUSE BOARD OF DIRECTORS 2013/2014**

### **President of the Board:** Jerald Joseph

- Senior VP Sales & Marketing, HSM Realty Finance & Management
- Board President, La Salle Heights Homeowners Association

Email: [JJoseph@hsmsf.com](mailto:JJoseph@hsmsf.com), Tele: 650-333-7789

### **Vice President:** Theo Ellington

- Commission on Community Investment and Infrastructure, Commissioner
- University of San Francisco, Masters Program Urban Affairs

Email: [ellingtontheo@gmail.com](mailto:ellingtontheo@gmail.com), Tele: 415-968-9390

### **Secretary:** Cindy Changar

- RTI International

Email: [changar@rti.org](mailto:changar@rti.org) Tele: 415-830-2075

### **Co-Treasurer:** Thor Kaslofsky

- Office of Community Investment and Infrastructure, Project Manager Hunters Point Shipyard
- San Francisco Court Appointed Advocates (CASA), Volunteer

Email: [ThorKaslofsky@aol.com](mailto:ThorKaslofsky@aol.com), Tele: 415-412-0284

### **Co-Treasurer:** Jackie Cohen

- Assoc. Dir., Bayview Association for Youth
- Program Manager: 100% College Prep Club

Email: [hundcpc\\_jc@yahoo.com](mailto:hundcpc_jc@yahoo.com), Tele: 415-225-2243

### **Board Member:** Dan Dodt

- Bayview Merchants Association
- Founder, Bayview Historic Society

Email: [dodt@mac.com](mailto:dodt@mac.com), Tele: 415-822-3007

### **Board Member:** Vernon Grigg

- Law Office of Vernon C. Grigg III
- Golden Gate University School of Law
- Bar Association of California
- Nueva School – Board of Directors

Email: [vernon@vernongrigg.com](mailto:vernon@vernongrigg.com), Tele: 415-377-3846

### **Board Member:** Clint Sockwell

- San Francisco Alliance of Black School Educators
- San Francisco Unified School District
- Community-Intentions Program

Email: [sevenvirtues@yahoo.com](mailto:sevenvirtues@yahoo.com), Tele: 510-393-8803

# Sue Espinosa

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134 Coleen Street, Livermore, CA 94550; (925) 449-1261; sespinosa@msn.com

## Work Experience

**1995 – present Independent Contractor** working in areas of event development and production, marketing and distribution, and financial accountability. Current Clients:

Spiritual Directors International, Seattle, WA. Events Coordinator, 2002 to present. Coordinates international conferences and pilgrimages.

Artists' Guild of San Francisco, San Francisco, CA. Bookkeeper, 2002 to present.

Castro Street Fair, San Francisco, CA. Production Crew Supervisor for annual street fair, 1986 to present. Business Manager, 1997 to present.

Center for the Story of the Universe, Mill Valley, CA. Promotion and distribution of educational resources, data base management; and event/special project coordinator. 1990 to present.

Emmaus Ministries, Ltd., New York, NY. North American Administrator of international non-profit organization supporting the work of Australian singer/songwriter, Monica Brown, 2001 to present.

One World Music, Oakland, CA. Business Manager, 2002 to present.

O'Rourke and Associates, Houston, TX. Business Manager, Administrative Consultant, 2003 to present.

Shipyards Trust for the Arts, San Francisco, CA. Bookkeeper 2013 to present. Office Manager, current.

**1985 – 1995**

**Executive Director**, Friends of Creation Spirituality, Oakland, CA. Supervised all corporate projects including: magazine publication, national and international workshops and lectures; and the development and distribution of related educational materials. Seven permanent staff positions. Average annual budget of .5 million. Directly responsible for all aspects of financial management from forecasting and bookkeeping through financial statements and tax forms; development and implementation of marketing strategies and solicitation campaigns; and the coordination of special events.

## Community/Professional Involvement

Swords to Plowshares, non-profit service agency, San Francisco, CA. Camp Manager for *Stand Down*, a three-day encampment to provide direct services to homeless veterans.

Mourning War/Reconciling in Peace, a collaborative effort of the Bay Area Veterans' Community, Friends of Creation Spirituality, the San Francisco art community, and the Bay Area Men's Movement. Project Coordinator for two-day event attended by 1400.

Cosmology Symposium, a three-day, "invitation only" event for scientists and philosophers hosted by Brian Swimme and Thomas Berry. Coordinator.

Canticle to Cosmos, video series with physicist, Brian Swimme. Associate Producer responsible for fiscal management, facilities, subcontractors, and general production support.

### **Publications/Presentations**

"Charlotte's Song," Dancing Poetry Festival, Embassy International, San Francisco, CA, 1998.

"Webs," Writes of Passage...Every Woman Has a Story, Daryl Ott Underhill, editor, Warner Books, 1998.

"The Grand Adventure," *Creation Magazine*, Volume II, Issue 4, 1986.

### **Inventory of Specific Skills**

Accounting and administrative procedures, bookkeeping, budgeting, fundraising, long-range planning, program design, project management, promotion and marketing, special events coordination, staff supervision, working understanding of tax laws and government rules and regulations.

### **Computer/Software**

PC using Windows 7, MS Office XP (Access, Excel, Publisher), and QuickBooks Pro 2013.

### **Education**

Las Positas College, Livermore, CA  
AA Liberal Arts and Sciences with Highest Honors