

Burbank Cultural Arts Commission

Application Form

Profile

Cynthia

First Name

Pease

Last Name

Middle Initial

Email Address

Via Roma

Home Address

Suite or Apt

Burbank

City

CA

State

91504

Postal Code

Mobile:

Primary Phone

Alternate Phone

retired

Employer

Financial Controller

Job Title

Retail

Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted

Length of time as a Burbank Resident:

since 1981

Burbank Registered Voter?

 Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I would like to continue supporting the development of the Cultural Arts Commission. Having served on the Commission from its' inception, I believe it is important to apply the past learning experiences from the Commission's growth and incorporate the future artistic vision of the community at large into what the Commission does. I am very familiar with what other cities have accomplished in this area and would like to share the very best ideas that would work in Burbank and enhance the artistic expression and art appreciation of its' residents. Cultural arts brings communities together and positively impacts social well being. Additionally, there is great financial potential from art related events and exhibits. A while back, I was asked by a Burbank Business leader from the Studios to "raise the level of cultural awareness of the arts" in this city. It has become my mission to do so.

Education

Colleges attended: Hunter college, NYC Baruch Business School, NYC Glendale Community College, CA State Northridge Woodbury University

Additional Pertinent Courses or Training

Valley Non-Profit Resource Center - 2006 - current workshops on all areas of non profit governance and development LA County Arts - Diversity training , grant writing, performing arts production (Ford, Alex, Thousand Oaks Civic Arts etc.) Los Angeles Activate fellow (city Arts program) LA County Certified training in the CA state standards for arts curriculum in the schools Active visual arts student through college courses and local studios for 20+ years (ongoing)

Other Pertinent Skills, Experience or Interests

Skills: Budgeting and projections, buying and merchandising, business law, fund raising, event promotion, business development, cost/ benefit analysis, due diligence, networking and training, large venue operations - both in front of house as well as back of house, and Non-profit Governance. Interests: traveling, arts, reading, cooking, martial arts, gardening, politics and law (volunteered for Adam Schiff) Experience: supported financially and developmentally by LA County Supervisors. (for art related projects) Held positions of PTO President for consecutive terms and also held the position of finance committee chair. Helped run the SFX elementary school Faire for 12 years and raised revenue for \$40k annually to \$160K before leaving position. Currently I am the treasurer for a large home owners association with an annual budget of \$7m. I am a member of two Burbank Arts non-profit associations and participate as a member of the Valley Non Profit Resource Center that operates out of CSUN.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

I served on steering committee for the development of the Cultural Arts Commission and have served as a member since inception.

List Community activities in which you are involved:

Burbank Chorale volunteer, Burbank Chamber Music Society mentor, Burbank Art Association member and mentor, Advisor to Pacific Ballet Dance Theatre, student at the Betsy Lueke arts Center, Managing Director for the John Williams Family Foundation (Musicians at Play) and on occasion, volunteer business advisor to the Ford Theater and Alex Theater. In the past two years, I have connected the Musicians at Play Foundation with BUSD that resulted in highly successful fund raising concerts. (reference: Peggy Flynn) I currently work with the Burbank Art Association, I am advisor for the (Burbank based) California Creative Arts Association. I am currently collaborating with the Fostering Dreams Project as well as projects with the Music Center downtown.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest**Conflict of Interest:**

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

Yes No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

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First Choice**FIRST choice for Board/Commission/Committee appointment:**

Burbank Cultural Arts Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Previously served as commissioner and Vice President on the Commission. I have produced numerous large venue programs at the Ford theatre, Alex, CSUN and others with profitable results. I managed a Ballet Company for 13 years. My retail experience has proved useful in initiating relationships for Burbank Arts events - I opened the Macy's in the Mall, I opened the Burlington in the Mall and have a relationship with Mall management as well as with these store executives. I was a regional operations manager prior to my financials positions and understand most aspects of building a business. I have trained and managed numbers of employees and jr. executives in groups numbering from 18 to 130. Before retirement, I was financially responsible for the cash flow of \$1.2 Billion in 235 west region stores.

What are your goals in serving on this Board/Commission/Committee?

The list: 1. Broaden the reach of the Commission to include promotion for all Burbank artists and art organizations. Expand the newsletter distribution and readership. 2. Identify and implement all art related activities that make sense and benefit the ongoing growth of the city businesses and residents. 3. Conduct activities to educate all Burbank artists on the available county and state funding sources for projects. 4. Grow the collaborations between businesses and artists for the appreciation and benefit of residents. 5. Research best practices from similar cities to enhance progress in all art related development and growth. Ensure Burbank stays relative to the current times and is of interest to the next generation of residents.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

N/A

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

N/A

What are your goals in serving on this Board/Commission/Committee?

N?A

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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I Agree

Cynthia Pease

Via Roma, Burbank CA 91504
Cell: [REDACTED] - [REDACTED]

Executive Profile

Accomplished Executive Director, Board Chairman and Controller skilled in talent recruiting, training & development, financial management, customer/community relations, non-profit arts governance with demonstrated ability to deliver mission-critical results.

Skill Highlights

- Development
- Grant writing
- Project management
- Business operations organization
- Leadership/communication skills
- Strategic Planning
- Financial Management
- Recruitment
- Board Governance
- Due Diligence

Core Accomplishments

Non Profit Management:

- Produced major productions annually with annual budget exceeding \$200,000.00 for over ten years.
- Presented seven major programs at the John Anson Ford Theatre in Hollywood.
- Created marketing and promotion materials for all events.
- Established a school outreach program registered with Los Angeles County Arts Commission that complied with the California State Standards for the Arts.
- Awarded grants from CAC, LA County Arts, Doolittle Foundation, Parsons Foundation, Hammond Foundation and others.
- Obtained a \$1m contract for Arts Mentorship in the Inglewood School District which continues to expand.

Financial Management:

- Controlled treasury and cash activity for 235 Macy West Stores totaling \$1.3 billion annually.
- Handled all functions related to profit preservation for the company and achieved all profit and loss goals.
- Assimilated four major competitive retail organizations into Macys automated cash balancing management systems over ten years.
- Managed a credit/customer service call center of 80 associates and middle managers.
- Currently oversee the financial activity of \$7m as treasurer for the largest HOA in Los Angeles.

Operations Management:

- Managed day-to-day operations for three stores ranging in sales volume from twelve to sixty million annually and achieved all sales, service and shortage goals.
- Handled all functions related to logistics, facilities an expense control.
- Managed store openings and closings

Awards and Certificates:

- Received 2008 Character and Ethics Project Award with certificates of recognition from: CA Senator, Jack Scott, CA Assemblyman, Paul Krekorian, Glendale Mayor, John Drayman and Michael Escalante, Ed.D. Superintendent for Glendale Unified School District.
- Awarded Los Angeles County certificate of completion for review of the California State Standards for the Arts, School Outreach Programs.

Professional Experience

Registered Non-Profit Consultant for the Los Angeles Department of Arts and Culture

Spring 2022 to Current

- Participate as a panelist in grant wards
- Mentor Arts Non-Profits on Governance and Development

Managing Director for Musicians at Play Foundation

June 2015 to Current

- Governed and developed a board consisting of ten members.
- Established supportive relationship with Los Angeles County Arts, The Music Center, BUSD, LAUSD PUSD, GUSD and other school districts.
- Produced large venue concerts at the Ford, Alex theatre, the Broad and smaller venues at the Moss and Colony theaters.
- Managed all front of house operations to ensure maximum profit from audience engagement.
- Develop and Mentor Youth Board members for succession and arts advocacy.

Executive Director and Board Chair

September 2001 to August 2014

Pacific Ballet Dance Theatre - Burbank, CA

Ensured that Pacific Ballet Dance Theatre performed captivating ballet presentations and offered engaging educational programs that nurtured the talent, artistic creativity, and spirit while inspiring meaningful communication, interaction and participation within our diverse community.

- Governed and developed a board consisting of twelve members.
- Established supportive relationship with Los Angeles County Arts and Los Angeles Unified School system.
- Achieved sponsorship from KCET, the Pickle Marketing Group, Glendale Downtown Association, Charter Cable and Woodbury University.

Assistant Store Manager, Merchandising

November 2010 to December 2013

Burlington - Burbank, CA

- Opened retail location with a team of 130 associates.
- Hired, trained and counseled associates on all store related functions to achieve all sales, service and inventory goals within the first twelve months.
- Initiated opening celebration with local chamber and press.

Division Control Manager

September 1994 to July 2010

Macys West - Los Angeles, CA

- Initiated research and development efforts to streamline cash deposit processing and movement of \$1.3 billion annually for maximum profit.
- Simplified end user software and hardware in 235 stores to systematically feed daily transaction activity to web-based GL database. Created training manuals and on-line training programs for software applications.
- Encouraged and cultivated research analyses to better identify and resolve cash shortage.
- Developed, trained and managed a team of five senior and 12 middle managers to influence and improve profit preservation efforts of Division and Stores.
- Created and managed a \$4 million budget annually that included payroll, maintenance, courier, banking, maintenance, rental, supplies and travel.

Education

School of Business

Woodbury University - Burbank, CA

School of Business

California State University, Northridge - Northridge, CA

Baruch College - New York City, NY

Hunter College - New York City, NY

Annenberg Foundation, Alchemy I

Annenberg Foundation, Alchemy II

Community Involvement

Founding member of the Burbank Cultural Arts Commission

June 2011 to Current

City of Burbank - Burbank, CA

Responsible for building and expanding Burbank's status as a regional arts destination. Currently participating in the redevelopment of the Arts venues, revising the Cultural Arts website and establishing an arts related community outreach program.

Current Chair of Finance Committee for Cabrini Homeowners Association

Program Certification from Los Angeles County Arts Commission for the CA State Arts Education standards

Current Non-Profit Arts Consultant for the Los Angeles County Department of Arts and Culture

Arts Fellow – Los Angeles, 2015

Saint Francis Xavier School – Burbank, CA

PTO President 2002 to 2003

Finance Chair 1998 to 2001

SFX Fair Sponsor Chair 1996 to 2002 – increased event revenue from \$40k to \$120k

Volunteer for Hamburger Home – Aviva Center Los Angeles, CA

Resident Home for Children 1983-1985

Volunteer for Willowbrook State School – Staten Island, NY

Awarded for most service hours in one year 1971

Application Form

Profile

Jennifer _____ King _____
 First Name Middle Initial Last Name

 Email Address

 Home Address Suite or Apt

Burbank _____ CA _____ 91505 _____
 City State Postal Code

Home: _____
 Primary Phone Alternate Phone

General Atomics _____ Corporate FP&A _____ Finance _____
 Employer Job Title Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted
 Park, Recreation and Community Services Board: Submitted

Length of time as a Burbank Resident:

2 yrs

Burbank Registered Voter?

Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Care about community. Interested in maintaining quality of life. Increasing cultural and recreational opportunities for residents

Education

JD - University of San Diego School of Law MBA - Purdue University BA - UC Berkeley

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

N/A

List Community activities in which you are involved:

Luther Middle School PTSA

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

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Yes No

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Jennifer King

First Choice

FIRST choice for Board/Commission/Committee appointment:

Park, Recreation and Community Services Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Planning, finance, budgeting, scheduling, logistics

What are your goals in serving on this Board/Commission/Committee?

Provide a better, more organized experience for community members

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Burbank Cultural Arts Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

Planning, finance, budgeting, scheduling, logistics

What are your goals in serving on this Board/Commission/Committee?

Opportunity to be of service. Include voices of women of color in the Burbank community

Supplemental Questions

Acknowledgement

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I Agree

JENNIFER KING

Burbank, CA 91505 ♦ [REDACTED] [REDACTED]

Manager Corporate Financial Planning and Analysis

Highly skilled, detail-oriented, finance and government contracts professional with extensive experience in cost proposal preparation, cost accounting, budget preparation, project controls (EAC/ETC), revenue forecasting, billing, indirect cost and rate calculations, AP/AR, GL reconciliation, financial reporting, month and year end closeout processes, and payroll preparation. In-depth understanding of indirect rate structures, pools, bases, accounting and program management system implementation, government policy and procedures, Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), and Generally Accepted Accounting Principles (GAAP). Experience training, supervising and evaluating junior staff to meet project objectives. Quick study with keen ability to apply sound judgment to problem solving and to consider overall business strategy and development when making decisions.

WORK EXPERIENCE

Corporate FP&A Manager

General Atomics - San Diego, CA

July 2020 – present

- Compile pool and base inputs from groups in the organization to calculate the indirect rates including; overhead, fringe benefit, general & administrative and home office allocations.
- Manage the indirect rate and allocation financial excel models, with a focus on accuracy, completeness, and reconciliation.
- Analyze the pool and base input source data to ensure consistency of rate buildups with GA's practices.
- Serve as POC for government audit of billing rates, and forecasting policies and procedures.
- Review variance explanations for in-depth analysis and ask challenging questions while maintaining positive, professional relationships with groups in the organization.
- Perform activities related to the development, planning, scheduling and administration of the Forward Pricing Rate Proposals ("FPRPs").
- Support the overall FP&A organizational roadmap to move the indirect rate and allocation development process from excel based to an integrated planning system.
- Provide modeling analysis for future initiatives and strategic changes such as M&A, new business, and cost accounting practice changes.
- Continuously improve policies, procedures, processes, and business templates by recommending and leading change.
- Interface with the Defense Contract Audit Agency (DCAA) and Defense Contract Management Agency (DCMA).
- Establish and maintain good working relationships and partner with organizations across the company in a highly collaborate environment.

Accounting Manager

Sentek Global - San Diego, CA

April 2019 – July 2020

- Manage day-to-day accounting operations to include accounts receivable, expense reporting and GL reconciliation

- Manage government contracting compliance including Defense Contract Audit Agency (DCAA) Relationship
- Prepare annual incurred cost proposal and manage subsequent audits thereof, Coordinate labor floor checks, Coordinate approval of provisional rate agreements (PBRs)
- Oversee new accounting and program management system implementation. Transitioned excel based reports to new system. Serve as Point of Contact for company troubleshooting.
- Manage accounting system. Create new GL account numbers. Assign account numbers to indirect pools.
- Review costs and expenses across entire company and ensure they are assigned to the correct cost pool in the GL.
- Develop and manage vendor and subcontractor relationships - specifically in the areas of invoice processing
- Reconcile all payroll liabilities to the general ledger, investigate and resolve discrepancies and prepare monthly payroll accrual entries
- Document procedures, identify areas to improve internal controls and gain additional efficiencies, and recommend policy and procedure improvements
- Manage contract closeouts and rate variance invoices
- Accountable for all direct reports and execution of their job responsibilities and duties. Provide training, coaching, and guidance.

Sr. Financial Analyst/Sr. Cost Accountant, 2014-2017 Controller, 2017-2019

The Marlin Alliance - San Diego, CA

November 2014 to April 2019

- Prepared budget, forecasting, and related reports for specified profit and cost centers to monitor overall financial performance for use in strategic planning and budget presentations.
- Sole manager of cost proposal and pricing documentation including Forward Pricing Rate Proposal for RFP/RFQ proposals to Government.
- Created pools and bases to determine indirect rates to be used in annual forward pricing (Provisional Billing Rates) and incurred costs (ICP) proposals submitted to DCAA/DCMA.
- Improved indirect rate review, FPRP, pricing proposal and budget tracking processes through creation of new excel models making them more efficient.
- Manage accounting system (Quickbooks). Create new GL account numbers. Assign account numbers to indirect pools.
- Review costs and expenses across entire company and ensure they are assigned to the correct cost pool in the GL
- Interface with different department heads to understand nature of expenses and determine accurate cost pool.
- Educate program managers on appropriate allocation of costs, including ODCs and travel.
- Prepared contract and funding status/backlog reports, project performance reports, ETC/EAC, and monthly/quarterly status reports provided to the client.
- Conducted financial analysis of cost and revenue data for current month, quarterly updates and annual financial planning.
- Forecasted budget for one or more calendar years.
- Conducted monthly and annual financial closing and reporting, including preparation of monthly journal entries.
- Ensured compliance with company policies and procedures, Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation (DFARS), Cost Accounting Standards (CAS), and Generally Accepted Accounting Principles (GAAP).
- Established proper company costing practices and internal controls
- Prepared bimonthly payroll, 401K contributions and complete all CA EDD reporting.
- Created ad hoc financial modeling and analysis to drive business decisions.

Project Controls Analyst

Black & Veatch – Telecom Division - San Diego, CA

May 2013 to October 2014

- Prepared reporting on revenue/budget and cost
- Conducted cost variance analysis and true-up of projects throughout duration and during close-out process
- Verified charge codes for purchase requisitions and change orders to ensure proper cost accounting,
- Supervised and trained other employees on effective cost control and budget management practices,
- Supported development of weekly/monthly cost and status reports, AAG, ETC, EAC, for region
- Maintained Project Controls database and phase creation
- Created and updated Excel analysis and financial modeling tools

Project Controls Analyst

Computer Sciences Corporation - San Diego, CA January 2012 to March 2013

- Created variance, risk and profit/loss (PnL) analysis reports for budget forecasting and evaluating contract/program status
- Ensured compliance with FAR, DFAR, and DoD requirements,
- Completed monthly EAC, ETC, and Progress Management Reports (PMRs), to track the profitability and overall performance of multiple multi-million dollar projects.
- Monitored cost performance to ensure contractual cost obligations are met,
- Audited employee hours and incidentals, and set up labor categories and rates in accounting systems,
- Liaised between operations and other support organizations to resolve financial issues, interfaced with subcontractors, vendors and customers and performed extensive analysis as required.

Operations Analyst/Program Control Associate

Conservation Services Group - San Diego, CA October 2010 to January 2012

- Reviewed contracts with Utility Client to improve policy and ensure compliance,
- Collaborated with California Public Utilities to develop new State-wide Commercial Energy Efficiency Program,
- Drafted contract language and terms for subcontractors to the Program,
- Developed materials to train subcontractors and technicians on the parameters of the new program,
- Created excel spreadsheets using pivot tables, v-lookups, and other formulas to analyze and track operations key performance indicators
- Increased energy savings for client directly resulting in decreased expenditures,
- Processed rebate payments for program participants,
- Prepared program reports and presented findings at client meetings to troubleshoot and improve program operations.

EDUCATION

Master of Business Administration in Finance

Purdue University Global - Indianapolis, IN

Bachelor of Arts in Humanities

University of California - Berkeley, CA

SOFTWARE/SYSTEMS

- DELTEK/GCS

- SAP
- UNANET
- QUICKBOOKS
- MS ACCESS
- ORACLE
- COGNOS
- EXCEL

ADDITIONAL INFORMATION

MEMBERSHIPS:

- **Association of Government Accountants** – Vice President, San Diego Chapter, 2017 - present
- **Phi Alpha Delta**, University of San Diego School of Law Chapter, 2010 - present

Application Form

Profile

Katherine

First Name

E

Middle Initial

Zoraster

Last Name

Email Address

N BRIGHTON ST

Home Address

Suite or Apt

BURBANK

City

CA

State

91506

Postal Code

Home:

Primary Phone

Mobile:

Alternate Phone

UCLA Extension

Employer

Art History Professor

Job Title

Professor

Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted

Length of time as a Burbank Resident:

39 years

Burbank Registered Voter?

 Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

As a long-time resident of Burbank, it is important for me to be an active participant in my community. As a member of the Burbank Cultural Arts Commission, I have been able to help promote and encourage the arts in, and beautification of, Burbank. I would like to be able to continue my service with the current projects in which I am involved on the Commission.

Education

I have a Bachelor's Degree with a double major in English and Art History from UCLA and a Master's Degree in Art History from CSUN.

Additional Pertinent Courses or Training

Certificate of Fine Arts Appraisal through UC Irvine and ASA; Certificate in Pedagogy Training; Copy Editor Training for the UCLA Bruin newspaper

Other Pertinent Skills, Experience or Interests

As an art historian and instructor, I am knowledgeable in the history and production of art and used to speaking in front of large groups of people. I am also an experienced party planner which is helpful for presentations and for setting up workshops.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

Since 2016 I have been a member of the Burbank Cultural Arts Commission. Prior to that, I had been sitting in on the meetings and participating in activities since November of 2014.

List Community activities in which you are involved:

Volunteer art museum docent; Fine Arts Judge for Burbank Reflections Committee; Assistant to the Burbank Reflections Chair; Volunteer for the Burbank Animal Shelter; Board Representative for Verdugo Aquatics Art selection committee

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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Yes No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Cultural Arts Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have a Master's Degree in Art History and have been teaching Art History at several colleges for 14 years. I have an expansive amount of knowledge in the history and production of art and experience in the discussion and teaching of art to a varied amount students. My knowledge of art and interest in it makes me well suited for working with a variety of cultural institutions. Additionally, I have years of experience in research, writing and copy editing for newspapers and journals. Helpful with organizing and producing events planned by the Commission, I also have experience in party planning and catering.

What are your goals in serving on this Board/Commission/Committee?

I have been serving on the Burbank Cultural Arts Commission since 2016 and prior to that had been sitting in on meetings for two years. As a long-standing resident of Burbank, it means a great deal to me to help encourage the continued beautification and cultural enrichment of my hometown. I believe that the arts can be a thriving and very important way in which to spread knowledge and understanding as well as to unify a community. I would like to continue to help in the advancement of that in Burbank.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Art in Public Places

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgement

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I Agree

Katherine E. Zoraster

North Brighton Street, Burbank, CA 91506
(home) (cellular)

EDUCATION

Master of Arts in Art History with distinction, California State University at Northridge, June 2005; Cumulative G.P.A 3.95

Bachelor of Arts in Art History and English, University of California at Los Angeles, December 1998; Provost's List Winter 1994, Fall 1997, Spring 1998 and Fall 1998

Semester Abroad, Thames Valley University in London, England, Spring 1997

THESIS

The Impact of Post-Impressionism on the Artists of the Bloomsbury Group examines the impact that the 1910 exhibition "Manet and the Post-Impressionists" had on the English art world and, in particular, traces its influences on the artists of the Bloomsbury Group.

TEACHING EXPERIENCE

Faculty: Osher Lifelong Learning Institute at UCLA Extension, Summer 2015-present
Courses: Art History—Art of the French Revolution, The Pre-Raphaelites, Art of the Renaissance, Modernism in Art, Impressionism, Post-Impressionism, American Art, British Art and Medieval Art
Responsible for the creation of courses and course content.

Faculty: Osher Lifelong Learning Institute at CSU at Channel Islands, Fall 2016-present
Courses: Art History—American Art, Art of the Renaissance, The Pre-Raphaelites, Art of the Renaissance, Modernism in Art, Impressionism and Post-Impressionism
Responsible for the creation of courses and course content.

Art History Faculty: Los Angeles Academy of Figurative Art, Winter 2013-present
Courses: Western Art History Survey—Prehistoric to Contemporary Art, Semiotics and Isms
Head of the Art History program for Full-time students.

Adjunct Faculty: Moorpark College, Fall 2005-present
Courses: Art M10 Art Appreciation and Art M11 Art History: Prehistoric to Gothic Art
Responsible for creating the Art History department's first online course, writing the official Course Outline of Review and guiding it through the vetting process and approval.

Part-Time Lecturer: California State University at Northridge, Fall 2005-present
Courses: Art 111 Renaissance to Modern Art, Art 305 Art and Mass Culture, and Art 315 Perspectives of Art History

Adjunct Faculty: Pierce College, Winter 2006-present, as needed
Courses: Art 103 Art Appreciation, Art 101 Art History: Prehistoric to Gothic Art and Art 102 Art History: Renaissance to Modern Art

Outreach Instructor/PACE Instructor: Pierce College, Fall 2008
Courses: Art 101 Art History: Prehistoric to Gothic Art; Art 103 Art Appreciation

RELATED EXPERIENCE

CSUN Visual Arts Resource Center: Assistant Curator, February 2003-August 2006
In charge of the CSUN Art Department slide library. Responsible for maintaining the school's visual image collection, filing slides and upkeep of filing system, restoration of slides, maintenance of equipment, assisted faculty with locating images and videos, aided in the development of digital database.

SOHO Gallery: Internship, June-September 2003

Processed invitations and aided in set-up of exhibition openings, copy edited artist biographies, created price lists, dealt with billing of clients, recorded inventory of stock.

STA Travel: Travel Advisor and Self-Ticketing Assistant, November 1999-June 2003

Responsible for tracking sales and closing orders for self-ticketing agents, issued weekly invoices, advised agents of rules and restrictions of each airline, booked flights and maintained reservations.

Butterfield & Butterfield: Internship, February-June 1999

Researched historical documents and manuscripts, aided with pre-production and during live auctions, wrote and copy edited condition reports, filed and cataloged property, assisted during appraisal clinics.

Jack Rutberg Fine Arts: Internship, September-November 1996

Filed and cataloged artwork, answered phones, data entry.

The Daily Bruin: Senior Copy Editor and Night Editor, March 1995-June 1996

Responsible for the final copyedit of articles and layout before paper going to print. Proofread, checked facts, checked for libel, formatted articles to layout using Quark Xpress.

PROFESSIONAL CERTIFICATION

- Certificate in Fine Arts Appraisal through UCI and ASA, November 2012
- Certificate in Desire 2 Learn Training, issued through Moorpark College, August 2009
- Certificate in Online Pedagogy Training, issued through Moorpark College, August 2008
- Certificate in Blackboard (WebCT) Training, issued through Moorpark College, June 2008

ACADEMIC SERVICE

- *Artlines* Editor, Women's Caucus for Art Publication, Winter Issue, 2016
- *Artlines* Editor, Women's Caucus for Art Publication, Fall Issue, 2015
- Fine Art Judge for the Burbank Reflections Committee, 2015
- Fine Art Judge for the Burbank Reflections Committee, 2014
- Assistant to the Burbank Reflections Committee Chair, 2014
- Division Representative for the Distance Education Committee, Moorpark College, 2012-present
- Division Representative for Faculty Development Committee, Moorpark College, 2012-2014
- Art Historian Representative on the Discussion Panel for *The Mill and the Cross* at CSUN for the 13th Annual Polish Film Festival
- Created the first online Art Appreciation course for Moorpark College
- Wrote official Course Outline of Review for Art Appreciation, including potential for distance learning, for Moorpark College. Oversaw it through entire official campus vetting process, 2008-2009
- Division representative for Technology CAP Committee, Moorpark College 2009-2012
- Volunteer at Suzanne Lacy's *Stories of Work and Survival* in collaboration with *WACK! at MOCA, June 2007*
- Art 315 Perspectives in Art History Redesign Team, California State University at Northridge, Summer 2007
- Division representative for Wellness Committee, Moorpark College 2006-2009
- Guest Lecturer for ENCORE program, Fall 2005
- Volunteer at Arminita Street Elementary School for third grade class art appreciation, Fall 2003
- President of CSUN's Art History Student Association, 2003-2004 school year

PROFESSIONAL AFFILIATIONS

- Board Member of Southern California Women's Caucus for Art (SCWCA)
- Editor of the SCWCA Newsletter
- Member of the Burbank Cultural Arts Committee
- College Arts Association
- Art History Students' Association
- Art Historians of Southern California
- Southern California Women's Caucus for Art
- Alpha Lambda Delta, Golden Key and Phi Kappa Phi Scholastic Honor Societies
- Volunteer at the Burbank Animal Shelter

PRESENTATIONS

- Presenter at Moorpark Multicultural Day, *Selfies: The History of the Self-Portrait in the Age of Facebook*, March 2014 and April 2015
- Presenter at The Representational Art Conference, *Selfies: The History of the Self-Portrait in the Age of Facebook*, March 2014
- SOCAL Show and Tell at the Art Historians of Southern California business meeting at CAA, February 2009
- Presenter at 9th Annual Student Research and Creative Works Symposium, November 2004
- Presenter at 8th Annual Student Research and Creative Works Symposium, November 2003

PUBLICATIONS

- "Selfies: The History of the Self-Portrait in the Age of Facebook," *Kitsch & Beauty: The Proceedings of The Representational Art Conference 2014*
- Review of *Women 2012!* at NOHO Gallery, SCWCA Newsletter, April 2012
- Review of *Proof: The Rise of Printmaking in Southern California* at The Norton Simon Museum, SCWCA Newsletter, November 2011
- Review of *Jude Griebel: Brand New Superstition* and *Rimi Yang: Hidden Message* shows at Cella Gallery, *The Magazine*, June/July 2009 edition
- Review of *Door in the Floor* Screenplay. *Entertainment Today*, June 21, 2004
- Department of Political Science program description, *La Cumbre Yearbook* (UCSB) 2004-2005
- Department of Religious Studies program description, *La Cumbre Yearbook* (UCSB) 2004-2005
- "The Car Crunch," article about campus parking, *La Cumbre Yearbook* (UCSB) 2004-2005
- Mountain Bike Club of UCSB description, *La Cumbre Yearbook* (UCSB) 2004-2005

SKILLS

- Windows, Microsoft Word, Power Point and Excel computer programs
- Reading knowledge of French and Italian
- Distance Learning Trained Instructor, certificates issued through Moorpark College, Summer 2008
- Trained as a copy editor for the Copy Desk at the UCLA *Daily Bruin*, Spring 1995
- Experienced restaurant waitress and hostess

AWARDS

- Recipient of the 2003-2004 Dean's Achievement Award for Outstanding Graduate Student

Application Form

Profile

Mercedes

First Name

Molina

Last Name

Middle Initial

[REDACTED]

Email Address

[REDACTED] S Glenoaks Blvd.

Home Address

Suite or Apt

Burbank

City

CA

State

91502

Postal Code

Mobile [REDACTED]

Primary Phone

Alternate Phone

SAG-AFTRA

Employer

Actor

Job Title

Entertainment Industry

Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted

Planning Commission: Submitted

Length of time as a Burbank Resident:

13 years

Burbank Registered Voter?

Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Hello, My name is Mercedes. I am an actor and member of SAG-AFTRA. I have experience training and leading others, and managing projects through completion as a Producer and Production Coordinator. I work well with a team, as well as independently. I manage time and priorities well. I lead with empathy and clear communication. I have an eye for creativity and enjoy thinking of ways to streamline workflows and processes. My work ethic is strong and I keep a positive attitude even under pressure. I believe this offers a good opportunity for community involvement and my skill sets would be a great fit for your team. Thank you for your time! I'm excited to meet and discuss further. Mercedes

Education

Northeastern University, Bachelor's Degree

Additional Pertinent Courses or Training

Apple Certified Mac Technician (ACMT)

Other Pertinent Skills, Experience or Interests

MacOS, iOS, Keynote, iMovie, Google Suite, Microsoft Office, Fluent Spanish, Asana, Slack, iconik, Box, Quip, frame.io

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

None

List Community activities in which you are involved:

I recently attended an Upstart Valley hub event and will be attending the Women's Business Center events as well in entrepreneurship. I also attended a very informative open house, years ago, at Burbank Water and Power. I would love to see yearly open houses. It's a great way to learn how our city works.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

Yes No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

The Board, Commission or Committee (collectively Board) you are seeking appointment to provides City reimbursement for attending trainings or conferences. Therefore, under State Law all members of the Board must receive at least two hours of ethic's training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Cultural Arts Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I am a highly organized planner with experience working as a Producer and Project Coordinator. I am also tech savvy and worked for Apple for 7 years. I have leadership skills and a theatrical background.

What are your goals in serving on this Board/Commission/Committee?

To be a part of our city's development. To be proactive and do purposeful work alongside fellow residents.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Planning Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

I am a highly organized planner with experience working as a Producer and Project Coordinator. I am also tech savvy and worked for Apple for 7 years. I have leadership skills and a theatrical background.

What are your goals in serving on this Board/Commission/Committee?

To be a part of our city's development. To be proactive and do purposeful work alongside fellow residents.

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

ALL INFORMATION SUBMITTED IS A PUBLIC RECORD AND WILL BE POSTED ON THE CITY'S WEBSITE. All City Board, Commission, and Committee members serve without compensation from the City. No person shall serve at the same time on more than one Board, Commission or Committee. All applicants must be electors of, and actually reside in the City of Burbank, with the exception of the Burbank Cultural Arts Commission and the Sustainable Burbank Commission. (Per BMC Section 2-1-405, 2-1-406, 2-1-407)

I Agree

MERCEDES M. MOLINA

California, USA

EXPERIENCE

PRODUCTION COORDINATOR, WPROMOTE; REMOTE – 2021-2023

Coordinated ad campaigns. Communicated with clients. Tracked, managed and QA'd project assets, media and deliverables. Built timelines and collaborated with designers. Developed and implemented practices and frameworks to streamline processes.

APPLE – 2014-2021

- PRODUCER, APPLE; REMOTE (CONTRACT) – 2021
Planned and executed digital content for the Developer app. Published written and video content. Provided feedback and research. Created and delivered presentations, as well as process documentations used as reference materials.
- GENIUS; GLENDALE, CA - 2020-2021
Customer support through troubleshooting, running diagnostics and completing hardware repairs.
- AT HOME ADVISOR CHAT SPECIALIST; REMOTE (CONTRACT) - 2020-2021
Provided customers Tier 1 macOS and iOS tech support via online chat.
- GENIUS ADMIN; GLENDALE, CA - 2019-2020
Maintained an organized and timely repair queue. Customer support.
- BUSINESS EXPERT; GLENDALE, CA - 2015-2018
Found complete solutions for businesses through briefings, events and relationship building.
- PRODUCT SPECIALIST; GLENDALE, CA - 2014-2015
Sales, customer service and maintaining visual standards.

PRODUCTION ASSISTANT, WARNER BROS. TV; LOS ANGELES, CA – 2019

Day Player on the set of "Young Sheldon." Worked closely with the Locations department.

EXECUTIVE PRODUCER, 163RD STREET FILMS; LOS ANGELES, CA – 2016-2018

Produced an award winning short: "Goodnight". Coordinated contracts, payroll and wardrobe.

PRODUCTION COORDINATOR, BALDWIN HARDWARE; LOS ANGELES, CA – 2017

Coordinated payroll, casting, contracts, catering and logistics for a series of corporate videos.

LOGISTICS COORDINATOR, ARDWIN FREIGHT; BURBANK, CA – 2013-2014

Assisted with freight logistics, dispatch, freight brokering and rate negotiations.

NEWS ANCHOR, TRANSIT TV LA; SUN VALLEY, CA (INTERNSHIP) – 2013

Reporting with teleprompter, content research and ad sales.

ASSISTANT STORE MANAGER, SIDECCA; NORTHRIDGE, CA – 2011-2012
Supervised, trained and reviewed staff. Displayed merchandise to maximize purchasing appeal.

BRAND MANAGER, INDEPENDENT CONTRACTOR; USA – 2002-2011
Training and overseeing brand ambassadors, event reporting and shipping/receiving supplies.

AUTO SHOW NARRATOR, PRODUCTIONS PLUS; USA – 2008-2009
Expertly versed in the Acura brand. Presented the vehicle line-up with skilled communication to engage the audience.

BACKGROUND CASTING ASSISTANT, CP CASTING; BOSTON, MA – 2007
Assisted with background casting in the production office of "The Invention of Lying" film.

EDUCATION

NORTHEASTERN UNIVERSITY, BOSTON, MA – BACHELOR OF SCIENCE

SKILLS

Apple Certified Mac Technician (ACMT), MacOS, iOS, Keynote, iMovie, Google Suite, Microsoft Office, Fluent Spanish, Asana, Slack, iconik, Box, Quip, frame.io

Application Form

Profile

Eric _____ A _____ Conner _____
First Name Middle Initial Last Name

████████████████████ _____
Email Address

████ North Brighton St _____
Home Address Suite or Apt

Burbank _____ CA _____ 91506 _____
City State Postal Code

Mobile: ██████████ _____ Home: ██████████ _____
Primary Phone Alternate Phone

New York Film Academy _____ Professor _____ Arts Professor / Writer /
Employer Job Title Podcast Host
Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted

Length of time as a Burbank Resident:

15 Years

Burbank Registered Voter?

Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Hard to believe it's been four years and a pandemic since I was appointed to the Burbank Cultural Arts Commission. I was only on the commission a few months when the whole world shut down. But that time only strengthened my resolve to help this creative community connect with each other and with the community at large. (It's why we called our Virtual Events "Alone Together") It took me ten years in LA - and the economics of a baby-on-the-way - to finally move to Burbank. One decade, two kids and two dogs later, it has become a real home for me and my family. I'm so thankful for the wonderful school district, the close-knit community and the small town feel mixed with the creative talent from the Studios. My entire professional life has been focused on the arts and education, dating back 20 years when I helped bring theater to Philadelphia's inner-city public schools. The Cultural Arts Commission falls right in my wheelhouse and would be a chance to bring my passion and experience to the Burbank community. I'd like to continue helping bring the spotlight on the arts in Burbank while working with the city to help expand and develop the arts impact in our city. It's been an honor to serve as commissioner and hope to be given the opportunity to continue (and expand) my work for this city's creatives and the community at large.

Education

University of Southern California, School of Cinema and Television May 2002 Master of Fine Arts in Film and TV Production. Directing / Writing Concentration University of Pennsylvania, Philadelphia, PA May 1996 Bachelor of Arts in English and Communications, Minor in Theater

Additional Pertinent Courses or Training

Leadership Burbank, Class of 2017 Hamptons Writers Conference Mentors: James V. Hart (Writer – Contact, Hook) and Susan Rice (Writer – Animal Behavior) New York University – Tisch School of the Arts Interactive Telecommunications Program American Stage Festival (Nashua, NH – Regional Theater) Director's Apprentice Program Jewish Repertory Theater (Off Broadway) Directing / Office Intern

Other Pertinent Skills, Experience or Interests

- Writer (Screenplays, TV Pilots, Articles) - 20 Years as Arts Educator. Have taught writing, directing and producing to students from (literally) 6 to 60. - Moderator / Interviewer (Including dozens of Entertainment Industry Professionals) - Film Festival Judge for HollyShorts from 2016 to present - Podcast Writer/Producer/Host – THE BACKLOT. A discussion with the entertainment industry's top talent. - Event Planning - Public Speaking - Performer (including Musnik in Little Shop of Horrors at the Victory Theatre) - Avid Music, Cinema, Theater and Sports Fan (Go Trojans!)

[Upload a Resume](#)

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

Burbank Cultural Arts Commissioner - 2019 to present Vice Chair, BCAC 2021 - 2022 Chair, BCAC 2022 - present Leadership Burbank - Class of 2017

List Community activities in which you are involved:

Board Member, Education Temple Emanu El - Help shape curriculum for Hebrew School and provide support for teachers and administrators. As a member of the executive committee, provide strategic oversight, event planning and tactical support for all facets of the organization. Served as host/emcee of 70th anniversary Gala. Mentor and Teacher - Young Storytellers Organization dedicated to using one-on-one mentorship, low-income students learn how to write original stories and see them brought to life. Roosevelt Elementary – event volunteer and frequent DJ/host (when my children were students there) Served as co- chair for the University of Pennsylvania Alumni Interview Committee. Have been interviewing students for over 20 years. “Star Walker” Level Fundraiser for AIDS Walk LA four years in a row

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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Yes No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Arts Commission

Eric A Conner

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

For the past four years - during some pretty tumultuous times - I diligently served on the Cultural Arts Commission. Leah Harrison first approached me about turning our events virtual, and for the next two years that's the space in which we kept creating and connecting. I produced over a dozen virtual events, including the Mayor's virtual tree lighting - <https://burbankarts.com/virtually-burbank-events/> Even when my family and I had to move to the east coast during the worst of COVID times, I continued to work for the Commission. All of us on the commission knew that connecting artists and the community became even more important when we were all separated from each other. Since I started college in the early 1990s, I've basically never stopped working in the arts and education. While at Penn, I directed, produced and performed in plays that were brought to children at the West Philadelphia inner-city Elementary Schools. Once I moved to LA, I switched my artistic interests more over to the visual arts. My work's been featured on Howard Stern, at ranker.com and on Starz/Encore. Most recently, I produced the feature documentary Other Voices about a group of unlikely friends across the Israel / Gaza border striving for a common peace. As my resume will show, I've been a fixture of New York Film Academy in Burbank, where I have served as Dean of Students and Screenwriting Dept Chair. I've also taught every academic level from middle school to MFA and had my own original work produced by the school. My contributions to this school can be seen from the growth of its screenwriting dept to the multiple artistic, athletic and cultural clubs I helped launch to provide a more complete student experience. Between NYFA, my Temple and other involvements, I'm often planning one event or another, including the annual Purim Carnival at our Temple. Previous events included a Film and Music Festival in LA for my undergrad, music supervising a TED TALK in Manhattan Beach, Casino Night Fundraisers and Open Houses at NYFA. I also became a host / interviewer for numerous events and entertainment industry guests. My interview subjects have included SNL's Molly Shannon, Ed Begley Jr, and Academy Award-nominated producer Michael Shamberg. This led to my writing and producing THE BACKLOT PODCAST, which utilizes NYFA's massive library of Q&As and new interviews to help educate while (hopefully) entertaining. I have worked for years to create work - and to help others with their own creative work - that can reach and speak to an audience. As you may have seen, I'm not afraid of wielding a microphone as needed to help us all work together for the common good.

What are your goals in serving on this Board/Commission/Committee?

I'm proud of the work we (and it's a definite WE) did on the commission. Nine commissioners from such a wide spectrum of creative and artistic backgrounds working together to foster and empower our creative community. I'd like to keep going with this commission to help spread the word of not only what the Cultural Arts Commission does but also the plethora of creative and talented people throughout this city. Even now (I'll admit - it's 2am) I spent the past hours making sure our utility box call for artists is getting promoted and that people know the downtown weekend cultural market has become two nights. I'd also like to see BCAC get more involved - with offering guidance on arts-related city projects... with helping to advise the Parks and Rec on disseminating the grant money from the City Council to worthy recipients. And at some point, to see more artistic venues populate the media capital ! Four years ago, I wrote "Am I allowed to admit the pride I feel seeing the Handy Market in "Twin Peaks" or Marty McFly skate past the Burger King on Victory in "Back to the Future?" " The answer is of course - yes. It's also the pride I feel when seeing dozens of students sharing their work at the Betsy Lueke or when so many people checked out of our virtual event about filming yourself better at home. There's so much great creative work done here - and still so much more we as a commission can do. I hope to be part of that on-going journey.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

I'm also interested in Arts in Public Places, Youth Board and the Board of Library Trustees but there does not appear to be any current openings on those.

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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I Agree

Eric A. Conner

<https://vimeo.com/155089864/48841208f8>

A creative, multi-faceted educator, writer and speaker with over 20 years of experience creating content and collaborating with a wide range of creatives and community leaders.

WORK EXPERIENCE

ASWAT ACHERIM / OTHER VOICES

2019 – present

Producer

Feature-length documentary focusing on the grass roots peace movement between friends across the Israel-Gaza border. Available on Amazon Prime

- Overseeing all necessary steps of post-production along with the film's director, including rewriting, editing, reshooting, and securing investments
- Generate communications materials including technical specs and Electronic Press Kits

BURBANK CULTURAL ARTS COMMISSION

2019 – present

Commissioner / Chair (2022 – present)

Elected to four-year term by Burbank City Council. BCAC's mission is to enrich the lives of Burbank residents by celebrating its diverse arts and media community and to promote Burbank as a vibrant and enticing regional arts center.

- Utilized local media and social media to regularly market BCAC's events and the events/material from dozens of local creative groups and artists
- During COVID, produced over 15 virtual events to help keep creative community connected with one another and their audience
- Wrote/Produced/Hosted the City of Burbank's virtual Christmas tree lighting in 2020
- Work closely with the Mayor, City Council and Parks and Recreation Department to ensure BCAC's mission is achieved and its annual budget is utilized appropriately

STARCOACH

2018 – present

Director, Film & TV Education

- Created academic curriculum for multiple storytelling courses geared towards international high school and middle school students, including cinematic critical analysis, screenwriting, directing and documentary production
- Taught a variety of classes and provided one-on-one assistance each quarter to bi-lingual international students with a focus on their creative and analytical approach to culture & art

NEW YORK FILM ACADEMY (NYFA), Los Angeles, CA

2003 – present

During eighteen years of progressive experience at NYFA, was a key driver of the school's evolution from a short-term certificate program into a full-scale accredited university

Writer / Producer / Host

2017 – present

- Represent NYFA at screenings / Q&As with industry's top actors, producers and writers.
- Serve as Q&A moderator for dozens of entertainment industry speakers, including producer Reginald Hudlin (*Django Unchained*), director Betty Thomas (*The Brady Brunch Movie*), the Hayes Brothers (Writers, *The Conjuring*), actor Matthew Modine (*Full Metal Jacket*) and director Chad Stahelski (*The John Wick trilogy*)
- Host of NYFA's featured podcast, [The Backlot](#), providing expert insight into the entertainment industry (through 2021)

- Sole writer of over 60 podcast episodes, utilizing NYFA's rich array of guest speakers
- Research subjects and created scripts to help educate listeners – students and non-students alike – in their career trajectory
- Regularly served as MC for monthly Open Houses for prospective students

Instructor, Screenwriting, Filmmaking, Producing & Acting Departments 2003 – present

- Teach courses for MFA, BFA and AFA candidates across four departments
Favorites include: Elements of Screenwriting, Thesis Development, Advanced Story Generation, Half-hour Comedy Spec Writing, Hour-long Drama Spec Writing, TV Pilot, and History of Television (Full list of courses available)
- Played integral part of accreditation process for WASC and NASAD
- Served on thesis committees for over 100 students

Dean of Students 2013 – 2016

- Fostered the school's identity by initiating and managing monthly student event calendar, including film festivals, social gatherings, cultural observances, community service and sporting clubs
- Oversaw academic lives of over 1,500 students, including BFA, MFA & AFA candidates. Identified and monitored academically challenged students, developing action plans for improvement.
- Developed an orientation week for all incoming degree candidates (intake ranges from 300 to 700 students) to help facilitate their transition to NYFA. Personally led all "student life" sessions for incoming students

Chair, Screenwriting Department 2011 – 2012

- Revised MFA, BFA and AFA curriculums to stay current with screenwriting industry trends. Added TransMedia Workshop, Game Design and Sequential Art to the coursework to help students gain experience in writing for multiple forms of visual media.
- Managed department of 18 instructors. Coordinated instructor placement and multiple rounds of student thesis committees. Hired and developed faculty members, met regularly with instructors to review coursework and address student evaluations.
- Produced each semester's Screenwriters' Pitch Fest, which connected students with agents, producers and managers in attendance

SCREENWRITER / WRITER 2002 – present

- Writer/Host – Burbank's Virtual Tree Lighting. Featured on Cable and City's official page
- Co-writer *The Mysteries* with Robert Gardner (2013's *The Wedding Palace*)
- Created licensed feature adaptation of Knott's Berry Farm's Halloween Haunt
- Co-writer *Vampire Kisses*, adaptation of best-selling children's book and manga series
- Contributor – Ranker.com. Articles received over Two Million Views
- Writer, *The Also Rans* - original play & film adaptation commissioned by NYFA
- Winner, \$15,000 Sloan Science Award for feature script *Just Enough*
- Finalist, Hamptons Screenwriters Conference for *Just Enough*. One of four finalists
- Finalist, The Howard Stern Film Festival. *Tito Stern: Left Behind* (Writer/Director)
One of nine finalists from 2000 plus entrants. Aired on IN DEMAND Cable
- Additional original material featured on the Howard Stern Radio show

**THE CUTTING EDGE (FEATURE LENGTH DOCUMENTARY) 2002 – 2003
Production Manager**

- Coordinated shoots, managed finances & budget, licensed clips and researched content
- Wrote interviews for 30+ industry veterans including Steven Spielberg, George Lucas, Jerry Bruckheimer and Sean Penn

EDUCATION

UNIVERSITY OF SOUTHERN CALIFORNIA, School of Cinema and Television

Master of Fine Arts in Film and TV Production Directing / Writing Concentration

Teaching Assistant: Intro to Film Production. Instructor, Bill Fraker (DP of *Heaven Can Wait*)

Weekly columnist for *The Daily Trojan*

University of Pennsylvania

Bachelor of Arts in English and Communications, Minor in Theater

Board member of Performing Arts Council, Penn Players & Stimulus Children's Theater

Directed full-length plays for five different student theater companies

Taught theater to elementary school students

PERSONAL

Community and Additional Education

- Leadership Burbank Class of 2017
- Board Member, Temple Emanu El – 2016 to present (incl. VP of Education)
- Board Member – Leadership Burbank Alumni
- Go-to host for a variety of school fundraisers, city events and galas
- Interviewer/Co-chair for the University of Pennsylvania Alumni Interview Committee
- Youth group advisor for B'nai B'rith Youth Organization

Entertainment

- Weekly panelist for Marvel Movie Talk / The Bladtcast
- Judge for Oscar qualifying HollyShorts Film Festival – 2016 to present
- Storyteller/performer for The Otter Story Hour and JAM Creative
- Writer for SonsOfSteveGarvey: Dodger blog featured in Sports Illustrated & ESPN.com – Almost three million hits to date
- Music supervisor for TED X: Manhattan Beach conference
- Producer & Film Coordinator for PennFest L.A Music/Film Festival

Have attended games at every MLB ballpark in North America (& yet still root for the Mets)

Application Form

Profile

Monica

First Name

P

Middle Initial

Moye

Last Name

Email Address

West Clark Avenue

Home Address

Suite or Apt

Burbank

City

CA

State

91505

Postal Code

Home:

Primary Phone

Alternate Phone

The Walt Disney Company

Employer

Principal Counsel

Job Title

Attorney

Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted

Length of time as a Burbank Resident:

10 years

Burbank Registered Voter?

 Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I love the City of Burbank. My kids attend Roosevelt Elementary. I work up the street at The Walt Disney Company as a copyright and 1st amendment media attorney, and I take great art classes through Park and Recs. We love the parks, shopping at Magnolia Blvd., shopping at the Farmers Market and hiking at Stough. I am interest in serving on a board to be more engaged in this amazing community and to participate in local government. I've been a practicing attorney for 20 years, and have expertise in several areas of the law, including copyright, trademark, business law and litigation, that could helpful.

Education

BA: U.C. Santa Cruz, double major in Women's Studies and Politics (1997) JD: New York University School of Law, Magna Cum Laude and Order of the Coif (graduating in top 10% of class); Derenberg Prize in Copyright (2002) Adjunct Professor at USC Law School (2019 - present) Teaching intellectual property law (trademark, copyright, right of publicity, right of privacy, trade secret, defamation).

Additional Pertinent Courses or Training

I am a ceramic artist specializing in hand thrown works. In addition, I am a media attorney who manages litigation risk in the area of media, intellectual property and visual arts. With that comes expertise highly relevant for this committee, but especially my unique expertise in litigating claims involving the Visual Artist Rights Act, which grants artists additional rights in the work, beyond copyright law. My writings on VARA have been cited by the First Circuit Court of Appeals in the leading decision *Mass. Museum of Contemporary Art Found., Inc. v. Buchel*, 593 F.3d 38 (1st Cir. 2010) (Monica Pa & Christopher J. Robinson, Making Lemons out of Lemons: Recent Developments in the Visual Artists Rights Act, 3 *Landslide* 22, 24 (Jan./Feb. 2009)). Other publications include *Rights of Publicity Chapter, Counseling Content Providers in the Digital Age: A Legal Handbook* (New York State Bar Association 2010).

Other Pertinent Skills, Experience or Interests

Currently vice-president of the Planning Advisory Board for the Valley Plaza Recreation Center in Los Angeles. Prior board member of New Arts Dealer Alliance (New York), providing legal counsel to nonprofit organization representing art dealers and sponsor of art fair in Miami. Previously member of Volunteer Lawyers for the Arts, providing legal counsel to artists and art organizations.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

None, previously applied for a position on the Public Art commission in 2021.

List Community activities in which you are involved:

For the past several years, I've acted as a volunteer attorney through Public Counsel, providing pro bono legal services to families who adopt children in the foster care system and advocating for families who have adopted children with significant emotional and physical needs due to a history of abuse and neglect. I have also provided legal advocacy services on behalf of veteran women who were assaulted while in the military to advocate for a change in their dishonorable discharge status. I am the co-chair of the Diversity, Equity and Inclusion committee for Roosevelt Elementary School, and on the legislative council for Roosevelt Elementary School PTA.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

Yes No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

The Board, Commission or Committee (collectively Board) you are seeking appointment to provides City reimbursement for attending trainings or conferences. Therefore, under State Law all members of the Board must receive at least two hours of ethic's training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Cultural Arts Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I have a background in art - both in terms of collecting art and creating art. I also have a legal background advising artists (musicians, artists, film and TV producers), as well as major movie studios and nonprofit art organizations. There are specific legal considerations when it comes to commissioning art for public spaces, including protecting the legal rights in the work, through copyright laws (including VARA), and other business and community considerations.

What are your goals in serving on this Board/Commission/Committee?

To support the maintenance and commission of cultural art programs and public art; To advocate for the creation of public art by a range of diverse voices; To encourage a culture in Burbank where art is appreciated and recognized as a public good; and To give back to Burbank by contributing my legal and business expertise in a meaningful and impactful way.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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I Agree

MONICA PA MOYE

EXPERIENCE

The Walt Disney Company

Principal Counsel – Copyright Litigation, and Content Protection and Enforcement
2011 – Present

- Manage copyright infringement litigation at trial and appellate levels, including claims analysis, drafting pleadings, motion practice, ediscovery, witness preparation, appeal, mediation and settlement; sample cases include *ABC, Inc. v. Aereo, Inc.*, 571 U.S. 1118 (2014); *Disney Enters., Inc. v. Vidangel, Inc.*, (C.D. Cal. CV 16-04109-AB); and *ABC v. Goodfriend (“Locast”)* 2021 U.S. Dist. LEXIS 164978 (S.D.N.Y. 2021).
- Manage MPAA site blocking and related civil litigations in the US and abroad, including evaluating enforcement options against infringing pirate service, obtaining preliminary injunction in Germany against major file hosting provider, and achieving multi-million dollar settlement in a US case against the operator of an infringing streaming TV provider and its insurer; advise MPAA on global litigation and enforcement strategies to maximize operational efficiency and cost savings.
- Oversee defense-side litigation involving profit participation accounting claim; writer credit dispute under collective bargaining agreement for feature animation film; defamation claim based on alleged unauthorized use of name and likeness in television show; and various other claims.
- Lead lawyer in pro bono cases, including successful appeal of an agency’s denial of benefits to adopting parents.
- Active participation in employee resource groups, including Disney Lawyers of Color and Disney Women Lawyers Group.

University of Southern California Gould School of Law

Adjunct Faculty – Professor of Intellectual Property
2015-Present

- Part-time adjunct faculty at Gould School of Law for Intellectual property law course and copyright law course.

Davis Wright Tremaine LLP

Intellectual Property and Civil Litigation, Associate
2007 - 2011

- Handled pre-trial discovery and motion practice in state and federal courts in a broad range of cases, including contract claims based on the sale of defective printing equipment, royalty disputes against a record label, and personal injury claims.
- Part of a trial team that defended a media company and artist against large theft of idea claim.

Sonnenschein Nath & Rosenthal LLP

Intellectual Property and Civil Litigation, Associate
2004 - 2007

- Participated in two-week copyright infringement jury trial in the Southern District of New York involving Christopher Bridges, p/k/a "Ludacris," and Kanye West.
- Represented insurer in coverage dispute regarding whether attacks on the World Trade Center were one or two separate occurrences.
- Represented Apple Corps Ltd., and the Beatles Management and Record Company, against record company to recover outstanding royalties in New York State Court.

Quinn Emanuel Urquhart Oliver & Hedges, LLP, New York, New York

Litigation Associate

2002 - 2003

- Conducted legal research, prepared discovery requests and drafted motions and research memoranda.

Honorable Rosemary S. Pooler, 2d Circuit Court of Appeals

Law Clerk

2003 - 2004

EDUCATION

New York University School of Law

J.D, Law · (2000 - 2002), *Order of the Coif*, *Magna Cum Laude*, Walter J. Derenberg Prize for Copyright

University of California, Hastings School of Law

Matriculated · (1999-2000)

University of California, Santa Cruz

B.A · (1998), Double major in Women's Studies and Politics

INTERESTS

Classical piano and ceramics, basketball coach and chair of the Diversity, Equity and Inclusion committee for Roosevelt Elementary School.

Application Form

Profile

Anet _____ Abnous _____
First Name Middle Initial Last Name

anetabnous@gmail.com _____
Email Address

██████ Trudi Lane _____
Home Address Suite or Apt

Burbank _____ CA _____ 91504 _____
City State Postal Code

Mobile: ██████████ _____ Business: ██████████ _____
Primary Phone Alternate Phone

Self Employed _____ CEO/Founder of Anet's _____ Designer, Artist, Entrepreneur, _____
Employer Job Title Occupation
Collection, Fashion & Accessory
company based in Burbank
Business Owner

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted

Length of time as a Burbank Resident:

15 years

Burbank Registered Voter?

Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I am thrilled at the opportunity to serve on the arts commission in Burbank. I am a 15 year resident of Burbank. I have raised both of my kids in Burbank Unified School District and currently own an artistic boutique in the heart of Downtown Burbank. I worked and curated exhibitions all the way from East Coast to West Coast. During the years of pursuing my education in Fine Arts, I had the rare opportunity to meet Artists from different parts of the country. I also exhibited in Seoul Korea, Rhode Island, Manhattan and Los Angeles. Currently I am a member of She Loves Collective. Which has been published in LA Times and various art magazines. Being an artist and entrepreneur, I understand the immense value that the arts bring to our community. Art is a universal language that can unite and inspire people from all walks of life, and I believe that promoting and nurturing the arts is crucial for the betterment of society. By serving on the arts commission, I hope to bring my passion and expertise to the table, working alongside like-minded individuals to enhance the arts and culture scene in Burbank. As an artist, I understand the obstacles that can arise when pursuing a career in the arts. I am committed to advocating for the needs of the artistic community. As an entrepreneur, I believe that the arts can be an important driver of economic growth, and I am excited to explore new opportunities to promote the arts in Burbank. As a result I have given rare opportunity to numerous artists from diverse backgrounds, to exhibit and sell their artwork as well as expose them to the community through social media and other outlets. I can't wait to bring my vast expertise and connections to the Burbank Arts community.

Education

Bachelor of Fine Arts from Queens College NY City University. Bachelor of Fashion from Iran. Tory Burch Foundation Fellowship Recipient. Cornell University Graduate in Women and Entrepreneurship Studies.

Additional Pertinent Courses or Training

I have been a fellow for Tory Burch Foundation. I have received a Grant from the foundation and been certified by Cornell University for Women Entrepreneurship. Courses of AI mastery and social media and SEO optimization courses with Shopify. Grant recipient for Glendale City exhibition through She Loves Collective.

Other Pertinent Skills, Experience or Interests

My skills, experience, and interests are deeply rooted in the arts, particularly in promoting and empowering women in the arts. Over the years, I have honed my skills and gained experience through a range of endeavors, including curating art exhibitions in Manhattan, being published in various art publications, and working with non-profit organizations that support women in the arts. As one of the founding members of She Loves Collective, I am proud of the work we have done to showcase the incredible talent of women artists and performers. Our installations and performances have been recognized by media outlets such as Fox LA News, LA Times, and LA Weekly, which has given us a platform to further promote the voices of women in the arts. With my expertise and passion for the arts, I am eager to bring my unique perspective and knowledge to the arts commission in Burbank, where I hope to contribute to the development of a more inclusive and thriving arts community.

[Upload a Resume](#)

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

I have been actively involved in the Burbank Unified School District's Parent Teacher Association (PTA) through my kids choir and musical theatre.

List Community activities in which you are involved:

Founding board member of She loves Collective Board member of AIWA Active LA Member of Museum Store Association Participant of Jackalope Arts Fair

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Cultural Arts Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I am a Los Angeles-based artist, with a creative vision centered around the celebration of feminine beauty and empowerment. With a Bachelor of Fine Arts and Fashion Design and years of experience in art exhibitions and curation, I am deeply committed to the Burbank community. I have a deep appreciation and understanding of the arts, a strong passion for promoting artistic and cultural initiatives, and a commitment to fostering a diverse and inclusive arts community.

What are your goals in serving on this Board/Commission/Committee?

As an artist and passionate member of the community, my main goal in serving on an arts-focused Commission, would be to help cultivate a thriving arts community. I believe that the arts play a crucial role in our society, and by working together, we can create an environment where artists can flourish and inspire others. My goal would be to support initiatives that foster a diverse and inclusive arts community, promoting access and opportunities for artists of all backgrounds and skill levels. I also aim to encourage collaboration between different artistic disciplines, such as music, dance, theater, and visual arts, to create unique and impactful cultural experiences. Ultimately, I hope to use my experience and passion for the arts to help build a community where creativity and expression are celebrated.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgement

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I Agree

Mrs Anet Abnous

Anet Abnous

Burbank, CA 91504

Phone: [REDACTED] • E-Mail: [REDACTED]



Professional Summary

- Creative thinker with a knack for organizing networking events and forging connections with influencers, artists, founders, and women's organizations.
- Experienced art curator with a wide network of local and out-of-state artists.
- Energetic team leader and effective communicator in three languages, adept at fostering productive relationships with team members, customers, and retailers.
- Accomplished entrepreneur with a track record of successfully launching three businesses.
- Enthusiastic self-starter with a deep understanding of art, fashion, and social media's influence on customer behavior.
- Problem solver and self-motivated professional who thrives on overcoming challenges and delivering results.

Professional Experience

Lusanet Collective LLC- Burbank, CA

07/2022-Present

Fashion Boutique and Art Exhibition space, Downtown Burbank

Anet's Collection LLC- Burbank, CA

08/2015-Present

Founder-CEO-Creative Designer

- Led on-location client relations for art exhibitions, pop-ups, and trend shows.
- Developed and implemented a loyalty program and consumer promotions across email, events, social media, sweepstakes and print media to meet goals.
- Oversaw creative design, sampling, testing, and production of products.
- Responsible for Creative design, sample, testing and production of products.
- Curated numerous group art exhibitions in LA and NYC
- Negotiated with production factories for cost-effective arrangements and managed product placements and sales in retail stores.
- Boosted brand awareness through social media, influencer collaborations, and networking events, resulting in a 70% increase in follower base.



- Created blog and social media posts on art curation, exhibitions, styling tips, product education, and fashion trends.
- Managed retail operations including strategic decisions, inventory management, creative development, visual displays, photo shoot and content creation
- Presented company product lines to consumers, and vendors to develop leads and negotiate sales.
- Produce and manage online marketing promotions for Facebook and Instagram

Skills

- Windows OS and Mac OS; MS Office(Word, Excel, Power Point and Outlook), Canva, Chat GPT and Eventbrite Platform
- Creating and managing Facebook and Instagram Ads on Facebook business platform
- Proficient and fluent in English, Armenian and Persian languages.
- Point of Sale Systems and Inventory Management; Shopify, PayPal, Square
- Mailchimp & Klaviyo platform for creating Templates, campaign and bulk emails as well as SMS texting platform

Education & Awards

- AI Mastery Class for Chat GPT 2023
- Women's Entrepreneurship Certification 2019
Recipient of Grant from Tory Burch Foundation for Cornell's University Certificate Program & Bank of America Institute
- Bachelor of Fine Arts 2005
Queens College of the City University Of New York-Flushing, NY
- The National Dean's List 2003
- Phi Theta Kappa Society 2002
- Associate Degree, Associate in Science 2001
Queensborough Community College- Oakland Garden, NY
- Associate Degree, Fashion Design 1995
Alzahra University of Tehran-Tehran/Iran



Publications & Media

- CBS-KCAL News- Lusanet Collective March 2023
- LA Times- She Loves Collective March 2020
- Fashion Week on Line Magazine-Milan Feb, 2019
- KTLA News Sep 2015
- Putting thrive Arts into it/Burbank Leader Jan 2009
- Color Coordinated / NY Arts Mar 2008
- Rhode Island Council on the Arts Sep 2007
- Radio Interview WBAI April 2007

Affiliations

- Museum Store Association, 2008-present
- Armenian International Women Association, 2005 - present
- Fabulous Female Corner Interactive Network Group, 2015 – present
- Create & Cultivate, 2017- present