

### City of Seattle Notice of Appointment

<b>Name:</b> Sharon N. Williams		<input type="checkbox"/> Executive Appointment <input checked="" type="checkbox"/> Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency
<b>Residential Neighborhood:</b> East Hill	<b>Zip Code:</b> 98031	<b>Contact Phone No.:</b> 206.323.4032
<b>Appointed to:</b> Seattle Arts Commission		<b>Date of Appointment:</b> December 16, 2013
<b>Authority (Ord., Res.):</b> Ordinance #121006		<b>Term of Office: 2 years</b> <b>From:</b> January 1 <sup>st</sup> , 2014 <b>To:</b> December 31 <sup>st</sup> , 2015
<p><b>Comments:</b> Ms. Williams is the Managing Director of Seattle's Central District Forum for Arts &amp; Ideas (CD Forum), has facilitated community conversations on racism for Book-It Repertory Theatre's production of <i>Adventures of Huckleberry Finn</i>, and was a member of the Langston Hughes Performing Arts Institute Action Committee. Ms. Williams holds a Master of Fine Arts in Arts Leadership from Seattle University. Prior to joining the CD Forum, she was Manager of Budget and Operations for Seattle University's College of Nursing.</p>		
<b>Authorizing Signature:</b> 		<b>Name and Title of Officer Making Appointments:</b> Nick Licata, Chair, Seattle City Council Housing, Human Services, Health and Culture Committee

#### Confirmed by the Following Vote at City Council

<b>In Favor:</b>	<b>Against:</b>	<b>Date:</b>
<b>Attested by:</b>		<b>Title:</b>



CENTRAL DISTRICT  
**FORUM**  
FOR  
ARTS  
IDEAS

October 11, 2013

Councilmember Nick Licata  
Seattle City Council  
PO Box 34025  
Seattle, WA 98124-4025

Dear Councilmember Licata:

I would like to respectfully apply to be considered as a member of the Seattle Arts Commission (SAC).

I have been a contributing member of the Arts community in Seattle for over nine years. During this time I've had the opportunity to build relationships, collaborate, create and support various individual artists and organizations. My personal belief is that I can help make the world a better place by bringing together community members and artists around social and cultural issues. I believe my past experience along with my beliefs makes me an ideal candidate to become a member of the SAC.

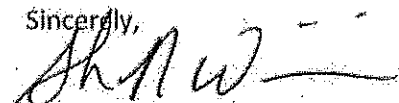
I've been the Managing Director for the Central District Forum for Arts & Ideas (CD Forum) for almost one year. In this short period of time I've increased the organizations visibility within the community by participating in several artistic activities. I've facilitated community conversations on racism for Book-It Repertory Theatre's production of *Adventures of Huckleberry Finn*; I was a member of the Langston Hughes Performing Arts Institute Action Committee, I've encouraged participation from the community to support the Seattle International Film Festival's new *African Pictures* series, and I've spoken to several Seattle University classes and youth groups around the value of arts education and my personal plight as an artist.

Prior to joining the CD Forum, I was the Manager of Budget and Operations for Seattle University's College of Nursing. In this position I had the opportunity to work closely with the college's Executive Team as well as University Administrators. When I began my tenure at Seattle University the college had been over budget for several years. During my time there they remained in budget every year. I would like to take credit for this success, but it was truly a team effort to make this monumental accomplishment. The Dean had to set the charge, I had to watch the numbers and the faculty and staff had to trust that we could do it without jeopardizing our pursuit of excellence.

I believe being a part of the arts community is not just about creating a production but about helping to change society. I would appreciate the opportunity to share the knowledge from my past and present experiences, my leadership ability, and my commitment to excellence as a member of the Seattle Arts Commission.

Thank you for your consideration.

Sincerely,



Sharon N. Williams  
Managing Director  
Central District Forum for Arts & Ideas

# SHARON N. WILLIAMS

(206) [REDACTED]

[REDACTED] Kent, Washington 98031

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## EDUCATION

Seattle University	M.F.A., Arts Leadership	Seattle, WA	2009
Delaware State University	M.B.A., Business Administration	Dover, DE	2000
Delaware State University	B.A., Television Production	Dover, DE	1997

## WORK EXPERIENCE

**Central District Forum for Arts & Ideas**                      *Managing Director*                      **Seattle, WA**                      **2013 – Present**

Develop strategy, build relationships, oversee day to day operations, and organizational leadership.

- Responsible for the oversight of financial, organizational, and technological resources
- Creates and manages annual operating budget
- Implement strategic framework; develop long and short term organizational goals
- Primary liaison to the Board of Directors
- Responsible for working with the Board Programming Committee to ensure seasonal programming meets organizational objectives and serves the mission
- Leads all fundraising and institutional advancement activities
- Spokesperson to the media, institutional funders, community partners/leaders, organizational peers, and other stakeholders
- Provides strategic guidance for brand development, audience building, and community support
- Prospects and cultivate one on one relationships with current and prospective donors

**Seattle University College of Nursing**                      *Manager of Budget and Operations*                      **Seattle, WA**                      **2008 – 2013**

Manage department accounts, maintain department budget, and supervise staff.

- Responsible for creating budget reports
  - Maintain operational budget over 5.1 million and gift accounts over 3 million
  - Supervise staff members
  - Staff liaison to the Dean's Executive Team
  - Create budget forecast
  - Responsible for processing and tracking daily expenses, income and resolving discrepancies
  - Project trends and cost out new programs
  - Participate in annual budget deliberations with Academic Affairs office
  - Create and track individual grant budgets
  - Key player in the college's re-organizational structure task force
  - Member of Strategic Plan, Market Equity and Clinical Performance Lab Advisory Committees
  - Member of university's Budget Managers and Major Financial Managers group
  - Present budget updates at departmental meetings
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**Langston Hughes Performing Arts Center**      *Production Manager*      **Seattle, WA**      **2005 – 2008**

Manage production cost, form production team, and implement strategies in creating successful performances.

- Responsible for creating and tracking \$165,000 project budget
- Responsible for managing 15 member production team
- Oversee the daily operations of the summer production and hip-hop workshops
- Create and implement project timelines
- Production liaison for Langston Hughes and the performance venue for the Summer Musical
- Organized special events for summer program (fundraiser, parades, community barbecue, etc.)

**Seattle Repertory Theatre**      *Production Management Intern*      **Seattle, WA**      **2004 – 2005**

Learn and perform the responsibilities of the Production Manager

- Create contracts for directors, actors, and designers
- Review IATSE Union Agreement and Actor's Equity Agreement
- Assist Stage Management staff with Production Meeting minutes
- Observe technical rehearsals
- Produce weekly schedule for the staff
- Assist Production Manager with Facilities Use Schedule
- Assist Company Management with hospitality for artists, car service reservations, travel arrangements, and cleaning schedules
- Observed casting process for workshops
- Stage and Production Manager for Education student resident plays

## THEATRE EXPERIENCE

### Producer/Writer

Circles of Life	Northwest African American Museum	The Mahogany Project	2011
Homeless: Driven, Spirited, and Broken (Poverty Forum)	Town Hall	The Mahogany Project	2010
Plight (One Woman Show)	Northwest African American Museum	The Mahogany Project	2009
My Experience (play)	Seattle University's Lee Center	D.O.I (Declaration of Independents) (full production)	2009
My Experience (play)	Marriott's Winston Room	National Black Theatre Festival (New works-reading)	2007

### Stage Manager

Pullman Porter Blues (Assistant Stage Manager)	Seattle Repertory Theatre (Workshop)	Lisa Peterson	2011
Women Playwrights Festival	Seattle Repertory Theatre	Elizabeth Farwell	2007
Newcomers Event	Seattle Center	Michelle Blackmon	2007
African American Legislative Day	Washington Performing Arts Center	Reco Bembry	2007
Ethnic Booking Conference	City of Seattle, Seattle Center	Michelle Blackmon	2006

Living History	Intiman Theatre	Robin Lynn-Smith	2006
"Cry of The Beloved Country"	Book-it Repertory Theatre	Myra Platt	2006
Rough Eagles	Intiman Theatre	Timeca Briggs	2006
"The Edge of Blue Light"	Langston Hughes Performing Arts Center	Jackie Moscou	2006
"Mabaire, Don't Forget Me"	Langston Hughes Performing Arts Center	Rose Cano	2006

### FILM EXPERIENCE

What About Us?	Producer	Visigoth Pictures	Deatra Harris	2012
Sirens	Consultant	Dilated Pictures	Alen Blake	2011
From The Heart	Producer/Writer/Director/Actor	D.O.I	Sharon Williams	2009
Addicted	Producer	DLH Films	Deatra Harris	2008
Man to Man	Actor	Atrium Cinematics	Eddie Smith	2007
Dating at the Speed of Life	Actor	Obsidian Media	Leroy Mack III	2006
Porcelain	Producer	Obsidian Media	Yaroslav Altunin	2006
Swipe	Producer	3Films 3Visions	Bryan Johnson	2006

### OTHER PRODUCTION EXPERIENCE

Humanity (Poetry/Storytelling CD on homelessness)	Writer, Producer, and Performer	The Mahogany Project	Sharon N. Williams	2013
Engaged Theatre Project WA State Women's Correctional Center	Teaching Artist	Freehold Theatre	Robin Lynn Smith	2011- 2013
The Sun Always Rises Japan Benefit Concert	Production Assistant	ACT Theatre	Mimi Katano and Naho Shioya	
No Black Male Show	Production Coordinator	Central District Forum	Carl Rux	2007
Dance Split Bill	Production Assistant	Central District Forum	Denee McCloud	2006
Native Son	Research Assistant	Intiman Theatre	Cheryl West	2006
Women Playwrights Festival	Production Assistant	Seattle Repertory Theatre	Christine Sumption	2006

### GENERAL TRAINING AND SKILLS

#### Performance Training Computer Proficiency

Solo Performance Class—Freehold Theatre (Summer 2010)  
Microsoft Word, Excel, PowerPoint and Outlook

### ARTISTIC ACHIEVEMENTS

BrownBox Theatre, 2012  
ARTS Crush, Seattle, 2010 and 2011  
Wilmington, Delaware Fringe Festival, Seattle, 2010  
Festival de Caanes, 2009  
National Black Theatre Festival, 2007  
American Black Film Festival, 2007

Advisory Board Member  
*Plight: I am my brother's keeper and Circles of Life*  
*Plight: I am my brother's keeper*  
*Addicted (Producer -- Short Film Corner)*  
*My-Experience (Reader's Theatre of New-Works)*  
*The Movement (finalist for Allstate Be Reel Competition)*

## SEATTLE ARTS COMMISSION (SAC)

Fifteen members, per Ordinance # 121006. Seven appointed by Council, one Get Engaged member appointed by Mayor, all subject to City Council confirmation; seven appointed by Mayor, one appointed by SAC, not subject to Council confirmation - subject to clerk files being filed with City Clerk. Members eligible for maximum of three two-year terms. Get Engaged position eligible for one-year maximum term.

D*	G	Position No.	Name	Appointed	Term Ends	Term #	Clerk File	Appointed By
(6)	m	1	Jeff Benesi	11/04/2011	12/31/2013	1	311988	Mayor
(1)	f	3	Terri Hiroshima	09/04/2012	12/31/2014	2-	312569 312672	Mayor
(5)	f	5	Tracy Rector	11/30/2012	12/31/2014	1	312671	Mayor
(2)	f	7	Sandra D. Jackson-Dumont	01/1/2009	12/31/2014	3	309700 311231 312685	Mayor
(6)	m	9	Gian-Carlo Scanduzzi	05/04/2011	12/31/2014	4-	311533 312684	Mayor
(2)	f	11	Vivian Phillips	07/23/2013	12/31/2014	1-	313165	Mayor
(6)	m	13	David Sabee	01/13/2009	12/31/2014	3	309702 311234 312683	Mayor
(3)	f	16	Amber Rose Jimenez	09/16/2014	09/01/2014	1	Get Engaged Position 313164	(Mayor)
(6)	f	2	Perri Lynch	12/05/2011	12/31/2013	1	311887	Council
(6)	m	4	Michael Seiwerath	03/15/2010	12/31/2013	2-	310458 312133	Council
(2)	f	6	Sharon N. Williams	12/16/2013	12/31/2015	1	pending	Council
(6)	m	8	Jon Rosen	01/20/2009	12/31/2014	3	309688 311150 312666	Council
(6)	m	10	Billy O'Neill	06/18/2012	12/31/2014	2-	312414 312668	Council
(1)	f	12	Houng T. Vu	12/05/2011	12/31/2013	1	311888	Council
(na)	f	14	Jerry Garcia	08/29/2013	12/31/2014	1-	313131	Council
(6)	f	15	Fidelma McGinn	02/24/2010	12/31/2013	2	310463 312156	SAC

**\*Diversity - Less than full initial term + More than full initial term**

Appt. Authority	Men	Women	Vacant	Minority	(1)	(2)	(3)	(4)	(5)	(6)
					Asian-American	African-American	Hispanic-Latin@	Native-American	Other**	Caucasian
Mayor	3	5	0	5	1	2	1	0	1	3
Council	3	3	0	2	1	1	0	0	0	4
SAC	0	1	0	0	0	0	0	0	0	1
Get Engaged	0	1	0	1	0	0	1	0	0	0
<b>Total</b>	6	10	0	8	2	3	1	0	1	8

\*\*Other includes diversity in any of the following: race, gender and/or ability