

April 22, 2012

ArtStreet  
University of Dayton  
300 College Park  
Dayton, OH 45469-2620

Dear Director Search Team:

I was very interested to learn of the Director search for ArtStreet at the University of Dayton. The position appeals to me on three different levels which are closely aligned with my interests: arts, events, and community engagement. I have a strong background in college theater, where I worked both on stage and behind the scenes; this experience actually led me to pursue graduate studies in Arts Administration. Although I am versatile in my skill set, my favorite role is as a cultural programmer and events manager. I especially enjoy designing thematic experiences that combine a unique learning opportunity with an entertainment element. I take particular pleasure in creatively utilizing the space of a facility in unique ways. I am an “ideas” person with an aptitude for building partnerships, engaging community stakeholders, and advocating for the arts. I love to work collaboratively with talented people, and so feel I would be a good fit for ArtStreet.

As an arts professional for over a decade, I have made a case for arts and culture through creating connections between arts and education, expounding the economic impact of the arts, and advocating the arts as an incubator for innovation—ideals that seem to be at the heart of ArtStreet. Now, for the last two years, I have worked to navigate another side of the funding/public support arena, in community development and social services. On this side, we ask if we are really making a difference in the lives of those we serve. Do the outcomes measured align with the needs of families and our communities? As the ArtStreet Director, I will be poised to meld these two perspectives and borrow from the best practices of both fields to advocate for the complex to best position its cultural connections and impact on the community.

Upon receiving MBA and MA degrees from the University of Cincinnati, College-Conservatory of Music, I was hired by Cincinnati Opera, where I gained experience in fundraising, budget controls, and grant writing before transitioning into program management. In my “moonlighting” position as a member of the patron services and events team at the Aronoff Center, I interact directly with audiences as well as a changing cast of volunteers. During my time at Enjoy the Arts, I worked extensively with 40-plus arts partners to provide services to our individual members, and learned to balance service delivery for both those groups of stakeholders. Enjoy the Arts is primarily a service organization, and I took pride in the personal touch we added to an arts encounter when we worked either with individual members or with a large group of participants. From 2005–2008, I coordinated the 20/20 Arts Festival. This entailed juggling arts partner and affiliate relations, event development, volunteer recruitment, media relations, and a close working relationship with a committee of board and non-board volunteers to produce a 20-day citywide festival with an average of 90 events. In 2009, ETA embarked on a major board-directed transition that resulted in a merger with a larger institution. I was appointed the Interim Director during the transition and was responsible for operations, including accounting/bookkeeping and personnel/benefits management. I was also “the face” of ETA for social networking, and the point of contact for members and arts partners.

After the merger, I decided to pursue another interest—community development—in the urban neighborhood of Price Hill where I live. As one of the 52 neighborhoods of Cincinnati, Price Hill has its own identity—rich with history, traditions, beautiful architecture, and the designation of Cincinnati’s “greenest neighborhood.” Although Price Hill is situated in the urban core and is just a few miles west of Downtown Cincinnati, it has struggled to capitalize on its assets to attract investment from business and homebuyers. Price Hill Will is a Community Development Corporation (CDC)—a nonprofit that was formed to address the needs of the neighborhood to stabilize the housing stock, identify opportunities for economic development, and engage the community. At Price Hill Will I originated a position tasked with starting up a community engagement program specifically to promote the financial stability of working families, and, building upon my MBA degree, was trained as a Financial Coach. In 2011, the Price Hill program received a grant from the Obama Administration’s Social Innovation Fund, the proposal for which I was the lead writer. The implementation of this grant thrust the program into a stage of strategic growth, which resulted in a stand-alone facility, additional staff, and inclusion in a national network of other such centers. The Price Hill Financial Opportunity Center is a collaboration of three area agencies, with staff co-located at the dedicated facility. In addition, the PHFOC works with a regional network of partner agencies on projects and events related to financial stability.

With my proven track record in event planning, relationship building, my success in fundraising, plus my versatility in community development, I believe I would be a good fit for ArtStreet and the University of Dayton. I invite you to Google my name along with the keywords “Price Hill,” “20/20,” “enjoy the arts,” and/or “violins” for pertinent mentions and articles relating to my training and career. I look forward to discussing my application with you further.

Sincerely,

Kristin Sues

# Kristin M. Sues

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**OBJECTIVE:** A career-track position in arts administration that will allow me to engage my interest in advancing the community, grow me professionally, and utilize my past non-profit experience in the arts and community development.

**AVAILABILITY:** Negotiable; 4-week notice requested

**SUMMARY:**

- Project Director, Financial Opportunity Center at Price Hill Will (embedded as the PHFOC Associate Director/Financial Coach at Santa Maria Community Services)
- Manager-on-Duty/Floor Supervisor at the Aronoff Center for the Arts
- Interim Director at Enjoy the Arts
- Manager of Programs and Services at Enjoy the Arts
- Development Associate, Institutional Giving at Cincinnati Opera
- Cultural Events Coordinator at Raymond Walters College
- Assistant to Kurt Sassmannshaus, Conductor and Director of the Starling Chamber Orchestra
- Production Intern with the Cincinnati Symphony Orchestra
- Certificate in Deaf Studies
- MBA/MA in Arts Administration
- Bachelor of Arts in Performing Arts, music theater and vocal performance; minor in Business Administration

**EXPERIENCE:**

2009-present

*Price Hill Will*  
Cincinnati, Ohio

**Project Director for the Price Hill Financial Opportunity Center**

Originated position; tasked with the primary responsibility of developing a neighborhood-based, multi-agency collaborative program encompassing three primary focuses of financial stability – workforce development, work supports, and financial literacy – by cultivating strategic partnerships with existing community providers, identifying and addressing gaps in services, and working closely with a dedicated regional task force made up of Board, funding partners, and counter-part agencies in other designated “Place Matters” neighborhoods. Trained in personal financial coaching. Site Co-Coordinator for the West Side VITA Site for the 2011 Tax Season. Currently embedded at Santa Maria Community Services as the PHFOC Associate Director/Financial Coach.

2004-present

*Cincinnati Arts Association – Aronoff Center for the Arts*  
Cincinnati, Ohio

**Manager-on-Duty/Floor Supervisor (part-time position)**

Primary responsibility of managing front-of-house activities, personnel, and volunteers during performances.

**EXPERIENCE CONT.:**

- 2005-2009 *Enjoy the Arts*  
Cincinnati, Ohio  
**Interim Director (June 2008-November 2009)**  
Primary responsibility of ultimately completing the successful transfer of the proprietary elements of the organization to a new managing entity in accordance with the strategic plan of the Board. In the months leading up to and through the transition, responsibility of overseeing organizational operations, including finance, facilities, web applications, and making purchase recommendations, liaising with the Board, and majority of duties as designated under previous title:  
**Manager of Programs and Services**  
Primary responsibility of fostering arts partner relationships, coordinating member events and benefits, engaging volunteers, planning and executing the Art & About Series, coordinating the 20/20 Arts Festival with support of a Board committee, coordinating the programming for the Fine Arts Fund Sampler Weekend (2008), serving as the press and media relations contact, and facilitating a project to achieve national consultancy (licensing of the Enjoy the Arts concept to other markets) with support of a Board committee. Major projects included a rebranding campaign, launched in January 2009.
- 2000-2005 *Cincinnati Opera Association*  
Cincinnati, Ohio  
**Development Associate, Institutional Giving**  
(Originally hired as Donor Services Manager; promoted 2001 to Executive Assistant to the Director of Development; promoted 2003)  
Primary responsibility of fundraising through grant/proposal writing from corporate, government, and foundation sources for annual and capital campaigns; functions included grant/proposal writing, sponsorship package negotiations and post-project evaluations, planned giving, coordinating Board committees, special events, interacting with Board committee chairs, brochure design, correspondence and letter writing, donor/patron relations, and budget tracking. Extensive training on Constituent Management Database software.
- 1999-2000 *University of Cincinnati, Raymond Walters College*  
Cincinnati, Ohio  
**Cultural Events Coordinator**  
Primary responsibility of managing two performance series, one for children, one for adults; duties included box office and subscriptions, maintaining database, name capturing, arranging and fulfilling contractual agreements, programming, production management, patron relations.
- 1998-2000 *Starling Foundation*  
*University of Cincinnati, College-Conservatory of Music*  
*Starling Chamber Orchestra, Cincinnati, Ohio*  
**Graduate Assistant, Business Administration**  
Primary responsibility of billing, maintaining alumni database, arranging guest artist needs, tour assistance, visa/passport coordination, research projects, office support, and other projects as needed.

**EXPERIENCE CONT.:**

- 1999-2000                    *Cincinnati Symphony Orchestra/Cincinnati Pops Orchestra*  
Cincinnati, Ohio  
**Production Intern**  
Primary responsibility of attending to guest artist needs, spreadsheet development, production assistant, office support and organization, contract review.
- 1994-1997                    *Colorado Mesa University*  
Grand Junction, Colorado  
**Chair of the Fine and Performing Arts Board**  
Primary responsibility of serving on the Fee Allocations Committee and representing the Board's interest in the budgeting of student fees. Wrote and presented the budget for the Fine and Performing Arts Board for two allocation periods (1995-96, 1997-98). Served as Vice-Chair of F.A.C. 1996-97. Wrote, submitted and presented proposals for additional grants for arts projects (usually capital equipment expenditures) to the Student Controlled Reserve Fund, and served on that committee 1995-96.  
Acted as representative to voice student grievances, 1996-97.  
String Faculty Search Committee, student member 1997.

**PROFESSIONAL DEVELOPMENT/VOLUNTEERISM:**

- 2007-2011                    Administration Team  
*(Non-Denominational Home Church)*  
The A-Team provides budgetary oversight and regulates church building usage. Building is utilized by the church congregation and greater community for both religious and non-religious purposes.  
Cincinnati, Ohio
- 2009                            Secretary, *C-Change Alumni*  
2007                            Class Member, 2nd Year Class  
*C-Change*  
A competitive program through the Cincinnati Regional Chamber of Commerce designed to develop young leaders.  
Cincinnati, Ohio
- 2006-2008                    Chair, Arts & Entertainment Committee (2007-08)  
Committee Member, Arts & Entertainment (2006-07)  
*Mayor's Young Professional Kitchen Cabinet*  
Advisory committee to Mayor Mallory, City of Cincinnati.  
Cincinnati, Ohio
- 2005-2010                    Working Group Member  
*Rohs Street Café*  
A non-profit coffee house dedicated to the issues of community and fair trade.  
Cincinnati, Ohio

**SOFTWARE AND COMPUTER SYSTEMS:**

- Microsoft Office, particularly Word, Excel, PowerPoint, Access
- QuickBooks Accounting Software
- Familiarity with web content management and application tools, including Drupal and Dreamweaver
- Efforts to Outcomes Database Software, Raiser's Edge Nonprofit Fundraising Database Software
- IBM and Macintosh

**EDUCATION:**

2002-2005	Certificate in Deaf Studies Cincinnati State College, Ohio
1998-2000	Dual Masters: Business Administration/Arts (MBA/MA) in Arts Administration University of Cincinnati, College-Conservatory of Music, Ohio Graduated 2000, with Honors
1994-1998	Bachelor of Arts in Performing Arts Vocal Performance & Music Theatre/Minor: Business Administration Colorado Mesa University (f.k.a. Mesa State College), Grand Junction, Colorado Graduated 1998, Sum cum Laude with Academic Honors

**ADDITIONAL INTERESTS:**

- Performed a study that explored the investment value of rare violins that, though unpublished, received a mention in the *New York Times* and inquiries from numerous interested parties.
- Frequent Worship Team member at Church.
- Cast member for shows with Footlighters (Newport, KY) and Cincinnati Music Theater.
- Taught private violin and voice lessons.
- Completed classes in intermediate level American Sign Language and passed assessment.
- Member of the May Festival Chorus during two May Festivals, and tenure included a recording of the Chorus' first Christmas CD (*Christmas with The May Festival Chorus*), and a special Carnegie Hall engagement in October 2001 (shortly after 9/11).
- Volunteered for Contemporary Dance Theater, Cincinnati Blues Festival, and the Cincinnati Fringe Festival.
- Interested in Deaf Studies and Accessibility Issues; Urban Renewal (and the role arts, quality schools, and cultural organizations can play therein), including the preservation of historic architecture and neighborhood enhancement efforts, i.e. public art projects, green spaces; Visual and Performing Arts: Music, Dance, Theater, Literature, Architecture; Animal Lover.
- Served as Publications Co-Chair for Church Capital Campaign.
- Raised money on behalf of the Leukemia Society/Team in Training (completed the 2001 Flying Pig Marathon).