



City of Seattle Boards & Commissions Notice of Appointment

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| Appointee Name: <i>Kellen Braddock</i> | | |
| Board/Commission Name: <i>Seattle Center Advisory Commission</i> | | Position Title: <i>Get Engaged Member</i> |
| <input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment | | Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Appointing Authority: <input type="checkbox"/> Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Specify appointing authority</i> | | Term of Office: <i>9/1/2015 – 8/31/2016</i> |
| Residential Neighborhood: <i>Beacon Hill</i> | Zip Code: <i>98144</i> | Contact Phone No.: |
| Legislated Authority: <i>Ordinances 91885 and 108936</i> | | |
| Background: | | |
| WORK EXPERIENCE | | |
| <p>HUGO HOUSE Business and Operations Manager April 2015 – Present, Seattle, WA</p> | | <p>SHUNPIKE Fiscal Sponsorship Manager 2012 – April 2015, Seattle, WA</p> |
| COMMUNITY WORK | | |
| <p>-APRIL - AUTHORS, PUBLISHERS, AND READERS OF INDEPENDENT LITERATURE, Finance and Development Director -AMBASSADORS PROJECT – ON THE BOARDS – <i>Contemporary Performing Arts</i>, Ambassador -SHUNPIKE – <i>Business of Art & Consultation</i>, Arts Business Clinic Advisor -SALT - SEATTLE ARTS LEADERS TEAM – <i>Professional Development Group</i>, Initial Leadership -EDGE - ARTIST TRUST - <i>Professional Development Program for Writers</i>, Volunteer Programs Coordinator -SPROUT - <i>A locally sourced dinner that funds artists with a vote</i>, Volunteer Communications and Outreach Coordinator -SHUNPIKE, Intern -INTERNATIONAL POETRY GUILD - <i>Web-based Language Program</i>, Mentor -826 MICHIGAN - <i>Creative and Expository Writing Center</i>, Mentor -BIRDHAUS - <i>Art Collective and Performance Series</i>, Founder and Artistic Director -ALTERNATIVES FOR GIRLS - <i>Positive Choices, Powerful Lives</i>, Mentor</p> | | |
| EDUCATION | | |
| <p>SEATTLE UNIVERSITY COLLEGE OF ARTS AND SCIENCES Master of Fine Arts, May 2013</p> | | <p>UNIVERSITY OF MICHIGAN COLLEGE OF LITERATURE, SCIENCE AND THE ARTS Bachelor of Arts, May 2010</p> |
| Date of Appointment: <i>6/29/2015</i> | Authorizing Signature (original signature): | Appointing Signatory: <i>Mayor Edward B. Murray</i> |

FILED
 CITY OF SEATTLE
 2015 JUL 10 PM 4:31
 CITY CLERK

KELLEN BRADDOCK

WORK EXPERIENCE

HUGO HOUSE

Business and Operations Manager

April 2015 – Present
Seattle, WA

- Business planning and management; ensures operations and programs run efficiently, conducts qualitative evaluation to measure organization, sets policies and goals.
- Develops strategic plan for Hugo House's facility transition, including the temporary relocation and move back into permanent facility (2016-2018); works closely with architects, developers, and ownership team to finalize drafts and timelines; serves as the lead staff personnel on the Board's facilities committee.
- Designs and monitors the annual operating and capital budgets, oversees and approves all financial activity, conducts strategic financial assessment and recommends organizational priorities based on findings.
- Lead personnel for hiring and training; manages and administers benefits including health insurance, leave, vacation, sick pay, 403(b) plan, etc.
- Provides project management, strategic input and data to executive director, as well as all staff members and Board committees.

SHUNPIKE

Fiscal Sponsorship Manager

2012 – April 2015
Seattle, WA

- Managed Shunpike's fiscal sponsorship program, evaluated services offered to clients, and served as their direct point of contact for all inquiries.
- Oversaw business and financials for fiscally sponsored clients. Managed their insurance policies, grant reporting, prepared and submitted applications for licenses and permits, reviewed contracts including lease and rent agreements, and more.
- Ensured sound financial systems, policies and procedures for Shunpike. Supported Shunpike's monthly reconcile process, compiled reports, and assisted budget reviews. Received, collated, verified and coded all income and expense for fiscally sponsored groups.
- Offered strategic advice and oversight to the Finance and Technology Overhaul Taskforce in efforts to build efficiency through the implementation and purchase of new technology and software.
- Developed new administrative policies and procedures for Shunpike in order to strengthen workflow related to financial, patron database, and program management.
- Communicated financial data as well as state and federal policies to Shunpike's clients and staff.

Additional Shunpike titles: Membership Coordinator (2012), Membership and Development Coordinator (2013).

COMMUNITY WORK

- APRIL - AUTHORS, PUBLISHERS, AND READERS OF INDEPENDENT LITERATURE 2011 - 2014
Finance and Development Director Seattle, WA
- Designed and maintained the annual budget, managed accounts payable and receivable, made recommendations on all subjects related to finance and business operations.
 - Managed licenses, permits, insurance, rental agreements and artist contracts.
 - Submitted all grant applications, managed awards and final reporting, identified new funding opportunities available through corporations, foundations and public agencies.
 - Organized special events and online campaigns, solicited in-kind corporate gifts, identified sponsorship opportunities, maintained relationships and cultivated prospective donors.
- AMBASSADORS PROJECT – ON THE BOARDS – *Contemporary Performing Arts* May 2015 – Present
Ambassador Seattle, WA
- SHUNPIKE – *Business of Art & Consultation* May 2015 - Present
Arts Business Clinic Advisor Seattle, WA
- SALT - SEATTLE ARTS LEADERS TEAM – *Professional Development Group* March 2015 – Present
Initial Leadership Team Seattle, WA
Led by Elisheba Johnson & Calanda Childers (City of Seattle, OAC)
- EDGE - ARTIST TRUST - *Professional Development Program for Writers* 2011 - 2012
Volunteer Programs Coordinator Seattle, WA
- SPROUT - *A locally sourced dinner that funds artists with a vote* 2011
Volunteer Communications and Outreach Coordinator Seattle, WA
- SHUNPIKE 2010
Intern Seattle, WA
- INTERNATIONAL POETRY GUILD - *Web-based Language Program* 2010
Mentor Ann Arbor, MI
- 826 MICHIGAN - *Creative and Expository Writing Center* 2010
Mentor Ann Arbor, MI
- BIRDHAUS - *Art Collective and Performance Series* 2009-2010
Founder and Artistic Director Ann Arbor, MI
- ALTERNATIVES FOR GIRLS - *Positive Choices, Powerful Lives* 2009
Mentor Ann Arbor, MI

SOFTWARE SKILLS

Proficient in Abila, QuickBooks, Salesforce, CiviCRM, Daylite, WordPress, Microsoft Suite, and more.

EDUCATION

SEATTLE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
Master of Fine Arts, May 2013
Specialization: Arts Leadership - Business Management in the Arts

UNIVERSITY OF MICHIGAN
COLLEGE OF LITERATURE, SCIENCE AND THE ARTS
Bachelor of Arts, May 2010
Major: English with Honors; Sub-Concentration: Creative Writing

LITERARY AWARDS

| | |
|--|--------------|
| Stranger Genius Award Nomination <i>APRIL - Shortlisted in the Category of Literature</i> | 2013 |
| Virginia Voss Scholarship | Spring, 2010 |
| Undergraduate Hopwood Award in Poetry | Spring, 2010 |
| Caldwell Poetry Prize (Recitation) | Spring, 2010 |
| Caldwell Poetry Prize (Written Category) | Spring, 2010 |
| Cowden Fellowship in Poetry | Winter, 2009 |
| Marjorie Rappaport Award in Poetry | Fall, 2009 |
| Caldwell Poetry Prize (Written Category) | Spring, 2007 |

REFERENCES

Terri Hiroshima
terrihiroshima@gmail.com
(206) 856-1602

Andy Fife
andy@andyfife.com
(847) 226-2473

Seattle Arts Commission
Commissioner

WA State Arts Commission
Board Member, Advocacy Chair

Seattle Metropolitan Chamber of Commerce
Vice President Communications

Fife Consulting
Arts Strategy & Innovation

Randy Engstrom
randy.engstrom@seattle.gov
(206) 684-7173

Office of Arts and Culture
Director

Seattle Center Advisory Commission

16 members all subject to City Council confirmation:

15 members per *Ordinances 91885 and 108936*, 3-year terms

1 member per *Ordinance 120325*, 1-year term

- 0 City Council-appointed
- 16 Mayor-appointed
- 0 Other Appointing Authority-appointed:

Roster:

| *D | **G | Position No. | Position Title | Name | Term Start Date | Term End Date | Term # | Appointed By |
|----|-----|--------------|--------------------|------------------|-----------------|---------------|--------|--------------|
| 6 | F | 1. | Member | Maria Barrentios | 8/11/14 | 9/28/16 | 1 | Mayor |
| 2 | F | 2. | Member | Donna Moodie | 9/29/13 | 9/28/16 | 3 | Mayor |
| 6 | M | 3. | Member | Brian Curry | 8/11/14 | 9/28/16 | 1 | Mayor |
| 6 | M | 4. | Member | Mark Dederer | 9/29/13 | 9/28/16 | 2 | Mayor |
| 6 | F | 5. | Vice-Chair | Regina Hall | 9/29/13 | 9/28/16 | 4 | Mayor |
| 6 | M | 6. | Member | Peter Moran | 5/14/15 | 9/28/17 | 1 | Mayor |
| 6 | F | 7. | Member | Sarah C. Rich | 9/29/14 | 9/28/17 | 2 | Mayor |
| 1 | F | 8. | Member | Hollis Wong-Wear | 9/29/14 | 9/28/17 | 2 | Mayor |
| 6 | F | 9. | Member | Jan Levy | 9/29/14 | 9/28/17 | 4 | Mayor |
| 6 | F | 10. | Member | Holly Golden | 9/29/14 | 9/28/17 | 2 | Mayor |
| 6 | M | 11. | Member | Jon Scholes | 5/14/15 | 9/28/15 | 1 | Mayor |
| 6 | M | 12. | Member | Todd Leber | 11/26/12 | 9/28/15 | 1 | Mayor |
| 4 | M | 13. | Member | Erik Van Rossum | 4/8/13 | 9/28/15 | 1 | Mayor |
| 6 | M | 14. | Member | Will Ludlam | 4/8/13 | 9/28/15 | 1 | Mayor |
| 3 | F | 15. | Member | Gloria Connors | 4/8/13 | 9/28/15 | 1 | Mayor |
| 6 | F | 16. | Get-Engaged Member | Kellen Braddock | 9/1/15 | 8/31/16 | 1 | Mayor |

Diversity Chart:

| | <div style="display: flex; justify-content: space-around; font-weight: bold;"> (1) (2) (3) (4) (5) (6) (7) (8) (9) </div> | | | | | | | | | | | | |
|--------------|--|----------|----------|----------|----------------|------------------------|-----------------|-------------------------------|----------|------------------------|------------------|----------------|-------------|
| | Men | Women | Vacant | Minority | Asian-American | Black/African American | Hispanic/Latino | American Indian/Alaska Native | ***Other | Caucasian/Non-Hispanic | Pacific Islander | Middle Eastern | Multiracial |
| Mayor | 7 | 9 | 0 | 4 | 1 | 1 | 1 | 1 | 0 | 12 | 0 | 0 | 0 |
| Council | | | | | | | | | | | | | |
| Other | | | | | | | | | | | | | |
| Total | 7 | 9 | 0 | 4 | 1 | 1 | 1 | 1 | 0 | 12 | 0 | 0 | 0 |

Key:

*D List the corresponding *Diversity Chart* number (1 through 9)

**G List *gender*, M or F

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