



# City of Seattle Boards & Commissions Notice of Appointment

<b>Appointee Name:</b> <i>Anne Berry O’Dowd</i>		
<b>Board/Commission Name:</b> <i>Seattle Music Commission</i>		<b>Position Title:</b> <i>Member</i>
<input checked="" type="checkbox"/> <b>Appointment</b> OR <input type="checkbox"/> <b>Reappointment</b>		<b>Council Confirmation required?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Appointing Authority:</b> <input type="checkbox"/> Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other:	<b>Date Appointed:</b> 5/12/2021	<b>Term of Position: *</b> 9/1/2020 to 8/31/2023 <input checked="" type="checkbox"/> <i>Serving remaining term of a vacant position</i>
<b>Residential Neighborhood:</b> Rainier Beach	<b>Zip Code:</b> 98118	<b>Contact Phone No.:</b> [REDACTED]
<p><b>Background:</b> Anne has been executing festivals and events in Seattle and beyond for 20 years, in a variety of capacities. Seattle-area producers of complex cultural events know that they can rely on Anne to deliver excellence in planning and execution for production, logistics, programming support, budgeting, and other aspects of creating unforgettable community experiences. For over a decade, Anne supported these efforts for the Northwest Folklife Festival, one of the largest and most diverse community-powered festivals in the US, while also serving as a critical contributor to the success of other regional highlights including Bumbershoot, PrideFest, and Capitol Hill Block Party.</p> <p>Born and raised in Seattle, Anne jump-started her career as one of the first interns at The Vera Project, the all-ages volunteer-fueled music and arts venue, of which she remains a champion. From there, she mastered the realms of stage management, site management, operations management, programming, and staffing for events, all with vision and dedication to detail. Her work has propelled the success of such diverse happenings as the Northwest Tea Festival, the Seattle Interactive Conference, and New Year’s at the Needle.</p> <p>Anne relishes her success in collaborations with government and community groups, artists, non-profits, grass-roots organizers, and commercial organizations, and is currently putting these skills to work in her role as the Events &amp; Festivals Manager at Friends of Waterfront Seattle, stewards of Seattle’s new Waterfront Park. Partners and clients appreciate her methodical and thoughtful approach to bringing visions to life on the ground.</p>		
<b>Authorizing Signature (original signature):</b> 		<b>Appointing Signatory:</b> Jenny A. Durkan Mayor, City of Seattle

\*Term begin and end date is fixed and tied to the position and not the appointment date.

ANNE BERRY O'DOWD

## SUMMARY OF QUALIFICATIONS

- Strong communication skills and direct experience coordinating programming and production with diverse communities, including governmental, grass roots, non-profit, and commercial organizations.
- Well-developed organizational and management skills, honed ability to function in high pressure and deadline focused situations, with a flexible balance of detail orientation and goal achievement.
- Budget management, forecasting, reconciliation and final invoicing ranging from \$5,000 to \$500,000 for cultural and commercial events.
- Extensive experience with various administration and communication programs, familiarity with audio and theatrical equipment.

## RELEVANT PROJECT & OPERATIONS MANAGEMENT EXPERIENCE

### **Events & Festivals Manager**

Friends of Waterfront Seattle | Seattle, WA | Spring 2020-present

- Contract, advance, and manage production logistics and event staffing for events at Pier 62 and the future Waterfront Park in downtown Seattle. Build and produce Waterfront Park's music program.
- Create and manage Public Space Activation budget; build organizational operations capacity in contracting, standard operating procedures, data tracking, and reporting.
- Advance and assure smooth implementation of community created programs in collaboration with Programs and Community Engagement team.
- Manage Vending Lead, Production Coordinator, production support vendors.

### **Director of Operations & Production**

Northwest Folklife | Seattle, WA | Spring 2008-Fall 2020 | Past titles: Production & Operations Manager, Technical Director

- Management of production and operations for a 25 stage four-day music and arts festival at Seattle Center with an estimated attendance of 235,000, including programmatic advancing, technical requirements, ordering and coordinating 25 vendors, City of Seattle permitting, staffing and contracting of 75 positions, direct supervisor to 30 contract staff positions, coordinate venue use and staffing with seven resident art organizations, coordinate with collective bargaining units IATSE and IBEW.
- Conceptualize, advance, and assure smooth implementation of approximately 10 community showcases in collaboration with Artistic Director for the annual Northwest Folklife Festival.
- Manage production logistics and event staffing for all Folklife events at Seattle Center including the Our Big Neighborhood youth and family program and the Seattle Children's Festival.
- Create accurate budgets and standardization of budgeting process; assist in the creation of yearly \$1.5 million dollar budget; project \$500,000 of earned income and expense; manage departmental budgets of \$250,000; track and manage City of Seattle support.
- Manage Festival Director, Festival Operations Coordinator, Volunteer & Operations Coordinator. Coordinate IT support with contractors and service providers.

### **Operations Manager, Bumbershoot Music & Arts Festival**

AEG Presents | Seattle, WA | June 2015 - October 2019 | Past title: Operations Coordinator

- Manage needs and requests from local and national AEG departments, One Reel, partners, and Seattle Center to order decorator, electrical, fencing, heavy equipment, communications, IT services, refrigeration, and signage. Manage City of Seattle permitting.
- Coordinate staffing of 75 festival operations positions. Hire, train, and manage credentialing department. Hire and train festival dispatch staff, support Festival Director in security and medical staffing and vendor coordination.
- Manage operations logistics for 40 resident organizations on the Seattle Center campus.

- Oversee performance venue logistics with eight resident arts organizations and Seattle Center to ensure venue access, appropriate staffing, and smooth implementation of programming activation and patron experience.

### **Production Manager**

The Northwest Tea Festival | Seattle, WA | Fall 2007-present

- Direct production and operations for a two day, non-profit festival with 65 exhibitors and yearly attendance of 3,000.
- Conceptualize and support Programming Director in the curation and implementation of visual arts, music, and presentations, and manage stage managers and festival volunteer coordinator to ensure the successful operation of events.
- Manage all vendor ordering, venue logistics, and contact. Forecast, manage, and reconcile production and stages budgets.

### **Program Manager**

The Vera Project | Seattle, WA | Fall 2006 - Fall 2007

- Implemented programs at an all ages, volunteer led non-profit music and arts venue. Supported the transition to a permanent venue including creating new systems and procedures, venue use opportunities and assessments, art installation.
- Worked closely with Program Director and appropriate committees (Silkscreen, Gallery, and Programming) to determine projects and vision. Created work plans based on committee responses.
- Developed systems and processes for the training and scheduling of 13 contract staff positions.

### **Administrative Assistant**

The Old Fire House, Parks and Recreation, City of Redmond | Redmond, WA | Fall 2006-Fall 2009

- Administered office support, mailings, website, and archive for a youth facility with 20,000 annual youth visits.
- Processed all music contracts for weekly showcases as well as maintenance of Access database and internship and adult volunteer programs. Created and maintained calendars for staff, programming, and rentals. Refined office procedures and created tracking systems for past events.
- Inventoried and purchased programming, office, and facility supplies within a strict budget.

## ADDITIONAL MANAGEMENT EXPERIENCE

Bounce Marketing, **Production & Operations Management** (Corporate Arts Event, Berlin, Germany, 2018)

Capitol Hill Block Party, **Stage Management** (2002-2019)

City of Seattle, **Event Service Representative at McCaw Hall** (2015-2020)

Connors & Company, **Production & Site Management, Production/Operations Office Management**  
(Seattle Tattoo Expo 2008-2013; DOTA II 2014; Cowabunga 2018)

Innovate Heritage, Berlin, Germany, **Programs Consultant & Technical Director** (Spring-Summer 2014)

JTS Presents, **Stage Management** (Seattle U Gala 2016-2019)

One Reel, **Site Support & Production/Operations Office Management** (Bumbershoot 2006-2014)

One Degree Events, **Production, Site Management, Programming Advancing, Security Dispatch**  
(PrideFest 2010-present)

Monumental Effort, **Production/Operations Office Management & Programming Advancing**  
(West Seattle Summerfest 2013-2015)

Red Element, **Show Caller/Stage Manager** (Literary Lion's Gala 2019, Kids Auction 2019)

Seattle Interactive Conference, **Stage Management, Production Management** (2011-2019)

The Production Network, **Operations & Production Management, Site Management**  
(Boeing's Centennial Founders' Day Celebration, Summer 2016, DOTA 2017, Corporate Meeting 2019)

The Vera Project, **Production & Site Management** (Gala 2007-2020)

The Workshop, **Operations Office Management, Site Management, CAD Mapping**  
(New Years at the Needle 2011-2019, Sound Transit Link Launch 2008, 2016)

University of Washington Advancement, **Site Management** (Recognition Gala 2013-2014, W Day 2013-2015)

## EDUCATION

Scripps College | Claremont, CA | May 2006

**Bachelor of Arts, Honors History & Theatre**

**Phi Beta Kappa, magna cum laude**

Author of two orally defended theses in Theatre and History; Winner of Best History Thesis Award and the Virginia Princehouse Allen Prize in Theatre.

# Seattle Music Commission

21 Members: Pursuant to *Ordinance 124422*, all members subject to City Council confirmation, 3-year terms:

- 10 City Council-appointed
- 11 Mayor-appointed

## Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	F	1	1.	Commissioner	Joleen Hughes	9/1/20	8/31/23	2	Mayor
6	F	5	2.	Commissioner	Sue Ennis	9/1/20	8/31/23	2	City Council
6	M	n/a	3.	Commissioner	Andrew Joslyn	9/1/20	8/31/23	1	Mayor
6	M	2	4.	Commissioner	Jason Clackley	9/1/20	8/31/23	1	City Council
6	F	2	5.	Commissioner	Anne Berry O'Dowd	9/1/20	8/31/23	1	Mayor
9	M	n/a	6.	Commissioner	Eric Lilavois	9/1/20	8/31/23	1	City Council
2	M	5	7.	Commissioner	Terry Morgan	9/1/21	8/31/24	2	Mayor
2	F	2	8.	Commissioner	Bunnie Marie Moore	9/1/21	8/31/24	1	City Council
3	F	6	9.	Commissioner	Paula Nava Madrigal	9/1/21	8/31/24	2	Mayor
2	F	3	10.	Chair	Sharlese J. Metcalf	9/1/18	8/31/21	2	City Council
3	F	3	11.	Commissioner	Kitty Wu	9/1/21	8/31/24	2	Mayor
2	F	1	12.	Commissioner	Adra D. D. Boo	9/1/21	8/31/24	1	City Council
7	M	2	13.	Commissioner	Keola Kama	9/1/21	8/31/24	1	Mayor
1	M	7	14.	Commissioner	Nate Omdal	9/1/21	8/31/24	2	City Council
6	F	7	15.	Commissioner	Shannon Welles	9/1/19	8/31/22	1	Mayor
1	F	2	16.	Commissioner	Caseyann McKay	9/1/19	8/31/22	1	City Council
3	M	3	17.	Commissioner	Jovino Santos Neto	9/1/19	8/31/22	1	Mayor
1	M	2	18.	Commissioner	Daniel D. Pak	9/1/19	8/31/22	2	City Council
6	F	6	19.	Commissioner	Jessica Toon	9/1/19	8/31/22	1	Mayor
6	F	5	20.	Commissioner	Denise Burnside	9/1/19	8/31/22	1	City Council
6	M	6	21.	Commissioner	Nick Vaerewyck	9/1/19	8/31/22	1	Mayor

## SELF-IDENTIFIED DIVERSITY CHART

	(1)		(2)		(3)		(4)		(5)		(6)		(7)		(8)		(9)	
	Male	Female	Transgender	NB/ O/ U	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non-Hispanic	Pacific Islander	Middle Eastern	Multiracial					
Mayor	5	6			0	1	3			6	1		0					
Council	4	6			3	3	0			3	0		1					
Other																		
<b>Total</b>	<b>9</b>	<b>12</b>			<b>3</b>	<b>4</b>	<b>3</b>			<b>9</b>	<b>1</b>		<b>1</b>					

## Key:

- \*D List the corresponding *Diversity Chart* number (1 through 9)
  - \*\*G List gender identity, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown
  - RD Residential Council District number 1 through 7 or N/A
- Diversity information is self-identified and voluntary.*