City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: *Carmen Pan*	

Board/Commission Name: *Seattle Arts Commission*	**Position Title:** *Get Engaged Member*

☒ **Appointment** *OR* ☐ **Reappointment**	**City Council Confirmation required?** ☒ Yes ☐ No
Appointing Authority: ☐ City Council ☒ Mayor ☐ Other:	**Term of Position: *** 9/1/2024 **to** 8/31/2025 ☐ *Serving remaining term of a vacant position*

Residential Neighborhood: *Capitol Hill*	**Zip Code:** *98102*	**Contact Phone No.***:* *N/A*

Background:

Carmen Pan (she/her) is a Cantonese femme residing in the traditional lands of the Duwamish people. She is getting in touch with her creative self; she practices in mediums such as printmaking and ceramics and is curious about art as a tool of healing. She aims to serve the Arts Commission as a young voice advocating for a thriving arts culture in Seattle. Carmen's professional experience spans from nonprofits to the public sector. She is a graduate of the University of Washington.

Authorizing Signature (original signature):	**Appointing Signatory:** *Bruce A. Harrell*
Bruce A. Harrell (signature) **Date Signed (appointed):** 08/09/2024	*Mayor of Seattle*

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

Carmen Pan

Library Associate IV
Seattle Public Library (Nov 2022 - Present)

- Staffing all Library-to-Business programs
- Tracking project needs like virtual legal consults
- Assist in the development of new programs
- Train in typical LAIV tasks such as providing reader's advisory, reference, and circulation services

Library Associate II
Seattle Public Library (Sep 2022 - Nov 2022)

- Provided circulation and lending services for patrons
- Assisted with the flow and organization of library materials
- Enforced the library's policies and procedures

Library Associate I
Seattle Public Library (Jan 2022 - Sep 2022)

- Shelved and checked in materials
- Retrieved materials and checked the accuracy of materials on the shelves of branches
- Supported circulation desk as needed

Registration Coordinator
Coyote Central (Feb 2022 - Jun 2022)

- Managed all class registration details for both North and Central locations from launch to close-out, ensuring accuracy in scheduling of rooms, instructors, and equipment assignments
- Managed the entirety of Active.net customer relationship manager, ensuring platform is up to date and information is accurate
- Maintained a warm and approachable persona while providing clear and concise communication and exceptional customer service to families in person, via phone, and over email

Finance & Data Specialist (Temporary)
Coyote Central (Sep 2021 - Jan 2022)

- Managed accounts payable and receivable, banking, payroll, and payments to all contractors
- Performed monthly reconciliations of various accounts
- Prepared and file all city, state, and federal reports
- Worked with Community Engagement Managers to track tuition balances in Active Works
- Tracked enrollment demographics and statistics for all programming
- Prepared and executed all teaching artist contracts

Assistant Engagement Coordinator
Coyote Central (Jan 2021 - Sep 2022)

- Performed customer service for families to navigate class registration and tuition assistance in order to access quality arts education
- Acted as point person for families and family tech support during virtual classes
- Recruited new and returning students on a quarterly basis
- Co-hosted Youth Advisory Board meetings and facilitated projects

Seattle Arts Commission

16 Members: Pursuant to ordinance 121006, all members subject to City Council confirmation, 2-year terms (Get-Engaged member serves a 1-year term):

- 7   City Council-appointed
- 7   Mayor-appointed
- 1   Commission-appointed
- 1   Get-Engaged

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
9	O	2	1.	At-Large	Joël Barraquiel Tan	01/01/24	12/31/25	1st	City Council
6	F	7	2.	At-Large	Megan Kiskaddon	01/01/24	12/31/25	1st	City Council
3	F	1	3.	At-Large	Vanessa Villalobos	01/01/23	12/31/24	2nd	City Council
3	F	1	4.	At-Large	Linda Chavez Lowry	01/01/24	12/31/25	1st	City Council
6	M	5	5.	At-Large	Ricky Graboski	01/01/24	12/31/25	2nd	City Council
3	F	6	6.	At-Large	Diana Garcia (Dhyana)	01/01/24	12/31/25	1st	City Council
1	O	2	7.	At-Large	Vee Hua	01/01/23	12/31/24	2nd	City Council
4	F	N/A	8.	At-Large	Yolanda Spencer	01/01/24	12/31/25	1st	Commission
3	F	5	9.	At-Large	Leslie Anne Anderson	01/01/24	12/31/25	2nd	Mayor
2 & 9	F	1	10.	At-Large	Avery Barnes	01/01/24	12/31/25	1st	Mayor
6	F	3	11.	At-Large	Kayla DeMonte	01/01/24	12/31/25	3rd	Mayor
2	M	N/A	12.	At-Large	Rodney H. King	01/01/24	12/31/25	1st	Mayor
6	F	2	13.	At-Large	Holly Jacobson	01/01/24	12/31/25	3rd	Mayor
1	F	N/A	14.	At-Large	Yoon Kang-O'Higgins	01/01/24	12/31/25	1st	Mayor
			15.	At-Large	VACANT				Mayor
1	F	3	16.	Get-Engaged	Carmen Pan	09/01/24	08/31/25	One	Mayor

SELF-IDENTIFIED DIVERSITY CHART

	Men	Women	Transgender	Other/ Unknown	(1) Asian	(2) Black/ African American	(3) Hispanic/ Latino	(4) American Indian/ Alaska Native	(5) Other (Specification Optional)	(6) Caucasian / Non-Hispanic	(7) Pacific Islander	(8) Middle Eastern	(9) Multiracial
Mayor	1	6			2	2	3			2			1
Council	1	4		2	1		1			2			1
Other		1						1					

Total	2	11			2	3	2	4	1		4			2

Key:

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

  G   List *gender*, **M = Male, **F**= Female, **T**= Transgender, **U**= Unknown, **O**= Other

    RD   Residential Council District number 1 through 7 or N/A

Diversity information is self-identified and is voluntary.