



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Sharlese Jul-anetia Metcalf</i>		
Board/Commission Name: <i>Seattle Music Commission</i>		Position Title: <i>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 checked="" type="checkbox"/> Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>	Date Appointed: 9/1/2016	Term of Position: * 9/1/2016 to 8/31/2018
Residential Neighborhood: <i>Capitol Hill</i>	Zip Code: 98122	Contact Phone No.: [REDACTED]
Background: <i>Sharlese Metcalf is host of KEXP's local show, Audioasis, and is a well-studied authority and a huge proponent of Northwest music. She knows what's happening musically in the region, and has since 2001, when she began DJing on Green River's KGRG Local Motion show. If you want to know Northwest music, get to know Sharlese Metcalf. She recently teamed up with Bobby McHugh of World Famous and has begun curating a quarterly Northwest music video showcase for KEXP and Northwest Film Forum called Videoasis.</i>		
Authorizing Signature (original signature): 		Appointing Signatory: <i>Insert appointing signatory name</i> <i>Insert appointing signatory title</i>

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

Sharlese J. Metcalf

KEXP Music Community Events Coordinator

Intention:

I'm passionate about producing events that create impact in the lives of the people KEXP serves. My on-going intention is to drive value for KEXP's community of music lovers, generous donors, artists, and the broader music and arts community locally, nationally, and around the world. I would like to foster successful collaborations and team work across functional departments and teams, building synergy between Programming, Fundraising, Business Support and Production Teams; Building partnerships that will help advance the KEXP Mission to Enrich People's Lives By Championing Music Discovery, Deepening relationships with KEXP Donors, the KEXP Music Community, and the artists KEXP Champions.

Skills:

- Event Coordination
 - Project Management
 - Booking and Advancing
 - Catering and Hospitality
 - Financial Management
 - Strong Partnership Building Skills
 - Relationship Management
 - Contracting
 - Communications and Promotions
 - Curating and DJing Music
 - Team Building & Supervising Teams
 - Annual Giving
 - Audio Production
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Experience:

- *Music Community Events Coordinator* KEXP 90.3 FM Seattle, WA (2012 – Present)
 - *Audioasis Host* KEXP 90.3 FM Seattle, WA (2012 - Present)
 - *Street Sounds Booker* KEXP 90.3 FM Seattle, WA (2011 - 2014)
 - *Junior Events Producer* KEXP 90.3 FM Seattle, WA (2010 - 2012)
 - *Variety Mix Host* KEXP 90.3 FM Seattle, WA (2009 - Present)
 - *Audioasis Producer & Booker* KEXP 90.3 FM Seattle, WA (2008 - Present)
 - *Production Assistant* KEXP 90.3 FM Seattle, WA (2008 - 2012)
 - *Assistant A&R Rep* Loveless Records, Seattle, WA (2005 - 2008)
 - *Booking Assistant* Loveless Records, Seattle, WA (2005 - 2008)
 - *KEXP Volunteer/Intern* KEXP 90.3 FM, Seattle, WA (2004 - 2008)
 - *Scout – Label Intern* Kill Rock Stars, Olympia, WA (2003 - 2005)
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Accomplishments:

- **Project Management:**
 - Provided strategy and implementation of events and oversaw event communications for new and potential KEXP donors.
 - Spearheaded master plan development for various KEXP events including "Kids Dance Parties", "Hood to Hood".
 - Collaborated with personnel cross department in event timeline management for "Expansions", "Hood-to-Hood", "Kids Dance Party", "Concerts at the Mural" and "SmooCH" events.
 - Conducted meetings with project stakeholders in development, programming and business support, and production.
- **Event Coordination:**
 - Worked independently for a number of years in event planning with the programming department.
 - Oversaw event interns with their assignments.
 - Coordinated patron parking troubleshooting with various venues that host KEXP events.
- **Booking and Advancing:**
 - Booked bands for concerts and supported all logistical elements for "Hood-to-Hood", "Kids Dance Party", Audioasis community partnership benefit shows and "Concerts at the Mural".
 - Reserved hotel rooms, airfare and transportation for bands playing events.
 - Booked live performances with bands and amassed an extensive network of contacts (managers, labels, artists and bands).
 - Booked interviews.
 - Managed live performance calendar.
 - Booked engineers for in-studios.
 - Maintained excellent relationship with bands and artist.
 - Booked live performances and advance scheduling of bands and artist
 - Assisted producer with all logistical band end work
 - Scheduled live performances for Audioasis and KEXP events.
 - Artist contract completion.
- **Catering and Hospitality:**
 - Oversaw catering, hospitality and other accommodations for bands performing for "Concerts at the Mural" events and "Audioasis" radio program.
- **Financial Management:**
 - Co-managed budget for Concerts at the Mural.
- **Partnership Building & Relationship Management:**
 - Developed a trade partnership with The Adventure School.
 - Help businesses support, maintain, and develop agreements with clients.
 - Maintain excellent relationships with bands and music community members.
 - For over three years, worked as principle on "Free Your Radio" project. Maintained partnership between KEXP, Vera Project, and 206 Inc.
 - Worked and maintained KEXP's Community Partnership Program, relationships with nonprofits and artists.
- **Contracting:**
 - Worked with artist, managers and record labels on various events and job duties (booking, CD donations, and performance donations for Audioasis Community Partnership shows, "Concerts at the Mural", "Kids Dance Party" and "Hood-to-Hood").

Accomplishments (cont.):

- Communications and Promotion:
 - Manage online presence for Audioasis Community Partnerships Initiative, "Audioasis", "Kids Dance Party", "Concerts at the Mural", "Hood to Hood", "Expansions", "Rockabilly Ball" and "SmooCh", including copy creation and content management.
 - Communicated performance metrics to staff which included attendance numbers, various amounts raised. Organized and archived performance data for reference purposes.
- Curating and On-Air Talent:
 - Produced and Host "Audioasis", KEXP's longest running local music show.
- Annual Giving
 - Developed and acquired specialty show premiums for drives.
 - Assisted in attainment of tickets drives.
 - Managed in attainment food donations for drive volunteers.
 - Organized Food Donation "Thank you" correspondence.
- Audio Production
 - Operation of engineering board for live audio performances.
 - Conducted training of new board operators.
 - Responsible for "on air" sound and content.
 - Responsible for running underwriting spots.
 - Various production duties relating to event and radio show coordination, including band advancement and board operating.

Education:

- 2001- 2004 Green River Community College Auburn, WA
 - Trained in Broadcasting.
- 1996 - 1997 Shoreline Community College Shoreline, WA
 - Focus on English and Performing Arts.
- 1992 - 1996 Chief Sealth HS Auburn, WA
 - High School Diploma.
 - Honor Roll.

Seattle Music Commission

21 members: Per Ordinance 124422, all subject to City Council confirmation, 3-year terms, max of 6 years:

- 10 City Council-appointed
- 11 Mayor-appointed

*D	**G	Position No.	Position Title	Name	Term Start Date	Term End Date	Term #	Appointed By
6	M	1.	Chair	Jody McKinley	5/1/2014	8/31/2017	2	Mayor
6	F	2.	Vice Chair	Patty Isacson Sabee	6/5/2014	8/31/2017	1	Council
4	M	3.	Commissioner	Gyasi Ross	9/1/2016	8/31/2017	1	Mayor
2	M	4.	Commissioner	Timothy Lennon	6/1/2015	8/31/2017	1	Council
1	F	5.	Commissioner	Hollis Wong-Wear	12/1/2014	8/31/2017	1	Mayor
6	M	6.	Commissioner	Adrian Burton	5/1/2015	8/31/2017	2	Council
6	F	7.	Commissioner	Nadine Zgonc	2/1/2015	8/31/2017	2	Mayor
6	M	8.	Commissioner	Jerry Everard	9/1/2016	8/31/2018	1	Council
5	M	9.	Commissioner	Adam Zacks	9/1/2016	8/31/2018	1	Mayor
2	F	10.	Commissioner	Sharlese Metcalf	9/1/2016	8/31/2018	1	Council
6	F	11.	Commissioner	Joan Sandler	2/1/2015	8/31/2018	2	Mayor
7	F	12.	Commissioner	Marissa Tanimura	8/17/2015	8/31/2018	1	Council
2	M	13.	Commissioner	Owuor Arunga	9/1/2016	8/31/2018	1	Mayor
2	M	14.	Commissioner	Ricardo Frazer	5/1/2015	8/31/2018	2	Council
9	F	15.	Commissioner	Nicole Jon Sievers	9/1/2016	8/31/2019	2	Mayor
6	F	16.	Commissioner	Karen P. Thomas	9/1/2016	8/31/2019	2	Council
2	F	17.	Commissioner	Catherine Harris White	9/1/2016	8/31/2019	1	Mayor
1	M	18.	Commissioner	Daniel Damian Pak	9/1/2016	8/31/2019	1	Council
6	F	19.	Commissioner	Jennifer Czeisler	9/1/2016	8/31/2019	1	Mayor
6	M	20.	Commissioner	Tony Kiewel	9/1/2016	8/31/2019	1	Council
6	M	21.	Commissioner	John Roderick	9/1/2016	8/31/2019	2	Mayor

Diversity Chart:

Diversity Chart:					(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	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	5	6	0		1	2		1	1	5			1
Council	6	4	0		1	3				5	1		
Total	11	10	0		2	5		1	1	10	1		1

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