

KATHLEEN ANNE DUMBLETON

2220 California Street #2 \ San Francisco, CA 94115 \ kate@caferoyale-sf.com \ 415-260-5606

ARTS ADMINISTRATION

Artistic Director \ Program Manager \ CAFÉ ROYALE \ SF, CA \ *June 2000-present*

Develop, curate and coordinate regular event series in music, poetry, theater
Consult, oversee visual arts program
Manage website and publicity

Program Director \ Fiscal Sponsorship & Incubation \ INTERSECTION FOR THE ARTS \ SF, CA \ *Sept 2002-May 2003*

Oversaw business administration of 100 sponsored projects
Revised and updated human resource and insurance policies
Built advisory network with business arts council, service groups
Revised program application, budget reporting and funding material
Interviewed program applicants and advised Board of Directors on candidates
Advised and coached program participants on fundraising and reporting
Managed collaborative project with SF Arts Commission to incubate new Cultural Center

Interim Executive Director \ INTERSECTION FOR THE ARTS \ SF, CA \ *June 2002-Sept 2002*

Oversaw daily operations and staff of busy non profit arts organization
Wrote grants, coordinated communication with funding organizations
Communicated with Board of Directors

Residency Director \ INTERSECTION FOR THE ARTS \ SF, CA \ *March 2000-May 2003*

Planned, developed and coordinated residency activities for 3 year Meet the Composer New Residency program
Executed all quarterly grant progress and financial reporting to Meet the Composer
Managed budget for residency
Attended Meet the Composer national conferences in 2001, 2002, 2003
Programmed and coordinated national conference 2003 performances
Co-created initial design and artist selection for Intersection Artist Residency program in literary and visual arts

ARTIST AND PROGRAM MANAGEMENT

Artist Manager \ MARCUS SHELBY \ SF, CA \ *September 1998-present*

Negotiate and contract performances and public appearances
Create and consult on project ideas and concept development
Research and manage funding opportunities, write grants
Manage long-term collaborative projects and funding, venue, partner relationships
Manage project budgets
Coordinate marketing and logistics for productions
Advise on career direction, financial planning

Artist & Programming Consultant \ INDEPENDENT \ SF, CA \ *November 1999-present*

Provide basic training on grant research, nonprofit arts structure, performance venues
Consult on project and concept development and collaborative opportunities
Consult with venues and festivals on programming

Co-Music Director \ BRUNOS JAZZ CLUB \ SF, CA \ *2000-2002*

Partnered to program and coordinate 9-12 touring and local jazz band performances per week

Music Director \ BUTTERFLY JAZZ CLUB \ SF, CA \ *2000-2001*

Consulted on music program for new jazz club
Programmed and coordinated 9 jazz band performances per week
Managed marketing and budget for music program

Music Director \ ELEVEN JAZZ SUPPER CLUB \ SF, CA \ *1994-1998*

Programmed and coordinated 8 jazz band performances per week
Managed marketing and budget for music program

BUSINESS MANAGEMENT

Owner & Operator \ CAFÉ ROYALE \ SF, CA \ *June 2000-present*

Create and manage budget for \$250,000 annual revenue food and beverage establishment
Select and manage all staff
Manage all monthly accounting, bill payment, payroll, purchases and taxes
Manage facilities operation including 2 artist studios and music rehearsal space
Select and manage all menu items
Coordinate extensive special events activities

General Club Manager \ CAFÉ DU NORD \ SF, CA \ *Sept 1998-April 1999*

Managed daily operations and budget of busy jazz and rock club
Managed club staff
Selected and managed all beverage menus
Coordinated all special events
Consulted on club booking

General Manager \ ELEVEN JAZZ SUPPER CLUB \ SF, CA \ *January 1995-Sept 1998*

Managed daily operations of busy jazz club and restaurant
Managed restaurant and bar staff
Managed all special events

PRODUCTION

Producer \ BIG BAND AND BBQ FESTIVAL \ FILLMORE JAZZ PRESERVATION OFFICE \ SF, CA \ *October 2004*

Created festival concept

Programmed, contracted and coordinated 8 big bands (150 musicians)

Negotiated beverage sponsors

Managed and coordinated music publicity, press interviews

Negotiated, contracted, coordinated all outdoor staging, backstage and attendee accommodation and equipment

Hired and managed stage management and sound technical staff

Directed concert and backstage

Producer \ PORT CHICAGO JAZZ BALLET CONCERT \ AFRICAN AMERICAN MUSEUM AND LIBRARY \ OAKLAND, CA \ *July 2004*

Coordinated and managed concert production

Managed communication with venue and event sponsor

Managed production and reception budget

Coordinated sound and recording

Coordinated publicity, press accommodation and production of marketing materials

Producer \ ROVATE 25TH ANNIVERSARY CONCERTS ROVA:ARTS \ SF, CA \ *February 2003*

Negotiated and managed production contract with venue Yerba Buena Arts Center

Coordinated marketing, technical and sound elements, facility services, production staff for 2 day concert series

Communicated with musical artists about sound/technical requirements, travel and accommodation

Managed and coordinated publicity, marketing material production, press interviews, press accommodation

Managed box office communications, group ticket sales and complementary ticket sales

Stage-managed 2-day concert series

CURRENT & ONGOING ARTS PROJECTS

Project Director \ "BOUND FOR THE PROMISED LAND: HARRIET TUBMAN" \ ORATORIO FOR JAZZ ORCHESTRA \ SF, CA \ *November 2004- present*

Participate in concept development and project component design

Facilitate team building with producing and outreach partners Museum of the African Diaspora and Yerba Buena Arts Center

Research fundraising opportunities and write grants

Coordinate fundraising efforts

Project Manager \ PORT CHICAGO \ JAZZBALLET \ SF, CA \ *May 2003-present*

Participate in long term project concept development, public relations

Manage ongoing teambuilding with commissioning and producing partners

Research fundraising opportunities

WORK HISTORY

CAFÉ ROYALE \ SF, CA
Owner \ 2000-present

INTERSECTION FOR THE ARTS \ SF, CA
Program Director \ 2002-2003
Acting Executive Director \ 2002
Residency Director \ 2001-2003

NOIR RECORDS \ SF, CA
Partner & Director of Artist Management \ 1990-2000

CAFÉ DU NORD \ SF, CA
General Club Manager \ 1998-1999

ELEVEN JAZZ SUPPER CLUB \ SF, CA
General Manager \ 1996-1998
Special Events Manager & Music Director \ 1995-1996

SAN FRANCISCO STATE UNIVERSITY MULTIMEDIA STUDIES PROGRAM \ SF, CA
Program Intern \ 1994-1995

FORUM CORPORATION \ SF, CA
Senior Account Manager \ 1992-1993

FORUM CORPORATION \ NY, NY
Account Manager \ 1990-1992
Customer Service Representative \ 1989-1990

AFFILIATIONS

Board of Directors \ INTERSECTION FOR THE ARTS \ SF, CA \ *January 2000-June 2002 \ January 2004-Sept 2004*
Board of Directors \ ROVA ARTS \ SF, CA \ *July 2004-present*
Artistic Direction Advisory Council \ YERBA BUENA ARTS CENTER \ SF, CA \ *November 2004-present*
Program Advisor \ FILLMORE JAZZ PRESERVATION DISTRICT PROMOTIONS OFFICE \ SF, CA \ *January 2004-present*
Volunteer \ EQUAL JUSTICE SOCIETY \ SF, CA \ *2004-present*

EDUCATION

Hamilton College \ BA HISTORY & ENGLISH \ *Cum Laude 1989*