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Application for Appointment to Board, Commission, Committee, or
Task Force

SEP 13 2018

NAPA COUNTY
EXECUTIVE OFFICE

Applicants appointed by the Board of Supervisors will be required to take an oath of office. All applications will be kept on file for one year from the date of application.

Public Records Act

Applications are public records that are subject to disclosure under the California Public Records Act. Information provided by the applicant is not regarded as confidential except for the addresses and phone numbers of references and the applicant's personal information including home and work addresses, phone numbers and email address.

Form 700 Conflict of Interest Code [California Fair Political Practices Website](#)

(Section Break)

Application for Appointment to: Arts & Culture Advisory Committee

Category of Membership for Which You Are Applying County At-Large (1-year term) or
County At-Large (3-year term)

Personal Information

The following information is provided in confidence, but may be used by the Board of Supervisors when making the appointment, or be used by the Committee/Commission/Board/Task Force following appointment for purposes of communicating with the appointee.

Full Name Jessica Lee Penman

Supervisory District in Which You Reside Ryan Gregory 2

Home Address [REDACTED]

City Napa

State CA

Zip 94558

Phone [REDACTED]

Email Address [REDACTED]

Work Address [REDACTED]

| | |
|--|---|
| City | Yountville |
| State | CA |
| Zip | 94599 |
| Work Phone | [REDACTED] |
| Current Occupation | Operations and Membership Manager at the Yountville Chamber of Commerce |
| Current License | <i>Field not completed.</i> |
| Education/Experience | MA Egyptian Archaeology BA Anthropology and Classical Civilizations |
| Resume | <u>Penman CV.pdf</u> |
| Community Participation | Current: Leadership Napa Valley Class 32 Current: Yountville Community Foundation Vice Chair Past: Yountville Arts Commission Past: Arts Council Napa Valley Leadership Network |
| Other County Board/Commission/Committee on Which You Serve/Have Served | Yountville Arts Commission |

(Section Break)

Provide names, addresses and phone numbers of 3 individuals who are familiar with your background.

Reference 1

| | |
|---------|----------------------|
| Name | Whitney Diver McEvoy |
| Phone | [REDACTED] |
| Address | [REDACTED] |
| City | Yountville |
| State | CA |
| Zip | 94599 |

(Section Break)

Reference 2

Name Samantha Holland

Phone [REDACTED]

Address [REDACTED]

City Yountville

State CA

Zip 94599

(Section Break)

Reference 3

Name Kristie Sheppard

Phone [REDACTED]

Address [REDACTED]

City Glen Ellen

State CA

Zip 95442

(Section Break)

Name and occupation of spouse within the last 12 months, if married. *Field not completed.*

Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute.

I am excited by the prospect of continuing to be a part of the Arts and Culture community in Napa. Napa is my home. I grew up here and when I moved back after graduate school in 2011 I was amazed to see how much my community had grown. Having worked for a variety of nonprofits, I know how important grant funds are to run successful programs. Being familiar with the rigorous process to select who receives funding and what to look for in a proposal, I believe that my familiarity with the Napa Arts and Culture community puts me in the position to be an asset to the Arts and Culture Advisory Committee. As the Development Manager at the Napa Valley Museum (NVM) I was responsible for researching and writing grants to fund various programs. I had great success in securing funding for education programs, exhibitions and collections management. One of the grants that I successfully requested was the Napa County Arts Grant. I am familiar with

the process, participated in the workshops, and would love to be able to help Napa arts nonprofits to be successful through this grants funding. In addition to my work with NVM I helped to secure funding for the mural project with Yountville Arts Commission and am currently working on creating grant procedures for the Yountville Community Foundation. A community can be judged by the strength of their nonprofit community and the importance they place on arts and culture. Napa County has come a long way in working to protect and grow its arts and culture community and I want to be a part of it. I strongly believe that one of the most important things a person can do in their life is give back to the community that they call home. I would be honored to use my skills as a grant writer, art advocate and cultural enthusiast on the Napa County Arts and Culture Advisory Committee.

Email not displaying correctly? [View it in your browser.](#)

Jessica Lee Penman

Napa, CA 94558

Summary of Qualifications

Teamwork, management skills, ability to think laterally to solve a wide range of problem, ability to work creatively in diverse situations with limited resources, ability to work with a wide range of people and cultures, ability to adapt skills and knowledge base to new situations, disaster preparedness, attention to detail and ability to record relevant details, quantitative data handling, literacy, ability to compile a structured report, presentation skills, budgeting, timekeeping and forward planning, event planning and management, Weblink, Canva, Raisers Edge and PastPerfect proficient, ability to work in a fast paced environment, ability to work under stress and intense physical and mental conditions while maintaining a positive attitude

Current Positions

Yountville Chamber of Commerce

April 2017-Present

Operations and Membership Manager

- Run Yountville Welcome Center
- Run YCC volunteer program
- Work with Director of Membership and Sales on membership development and retention
- Run Associate Member program
- Run major chamber events

Napa Valley College

June 2014-Present

Adjunct Instructor of Anthropology

- Content development
- Teach 1-2 classes a semester both online and in person

Silver Oak

On call event server

July 2015-Present

- Set up/break down event
- Serve at high end events
- Pour high end wine at events

Volunteer Work

Leadership Napa Valley Class 32

September 2018-Present

Yountville Community Foundation Board of Directors

March 2018-Present

Vice Chair

- Promote and raise funds to support community based programming that benefits the residents of Yountville
- Approve grant request when they are submitted to Yountville Community Foundation
- Provide administrative and financial support to various areas in Yountville

Yountville Arts Commission

July 2015-June 2017

Arts Commissioner

- Run four gallery shows a year
- Help plan major fundraiser Art Sip and Stroll
- Run marketing committee
- Choose art for Yountville public art walk

Arts Council Napa Valley Leadership Network

March 2016-April 2017

Committee Member

- Raise awareness for the Arts in Napa County
- Research ways to serve underserved populations in Napa County
- Work collaboratively with arts professionals in Napa County
- Be an active leader in the arts community

Other Work Experience

Napa Valley Museum

July 2015-April 2017

Development Manager

- Membership Program coordination
- Foundation grants
- Government grants
- Annual Fundraiser coordinator
- Event coordinator
- Volunteer coordination
- Intern coordination
- Community outreach coordination
- Online postings and marketing
- Patron Member program coordination

Napa Valley Museum

May 2014-July 2015

Collections Manager and Volunteer Manager

- Volunteer program coordination
- Museum volunteer outreach
- Care for the NVM's 15,000 object collection
- Accessioning new items
- Inventory
- Research collections items
- Research items in need of deaccessioning
- Condition reports for incoming items

Napa Valley Museum

July 2012-May 2014

Collections Manager

- Care for the NVM's 15,000 object collection
- Accessioning new items
- Inventory
- Research collections items
- Research items in need of deaccessioning
- Condition reports for incoming items

Salon D'Art

May 2013-May 2014

District Representative for Northern California

- Manage 4-8 member sales team
- Responsible for home sale visits in Northern California
- Manage Northern California hotel properties
- Control over entire company inventory

Napa Valley Museum

April 2012-July 2012

Collections and Exhibitions Intern

- Learn the basics of collections management
- Inventory of NVM's art collection
- Helped to instal and de-instal several exhibitions

Mumm Napa

July 2012-August 2013

Hospitality representative

- Serve and explain Mumm wines to guests
- Give tours of the sparkling wine making process
- Ring customers up for wine and merchandise

Boys and Girls Club of the Napa Valley

October 2011-June 2012

Teen Center Project Assistant

- Create a safe place for Napa teens to spend hours after school
- Head cooking and workout classes
- Help to raise money for teen programs
- Help with homework
- Head book club

Education:**University College London 2011**

MA Egyptian Archaeology (with Merit)

London, United Kingdom

University of Arizona

B.A. Anthropology and Classics (Cum Laude) 2009

Tucson, Arizona USA

Centro Studi Città di Orvieto

University of Arizona Study Abroad Program 2007-2008

Areas of Study: Art History, Classics, Archaeology

Orvieto, Italy

Additional Skills and Certificates

- Emerging Leaders Program Certificate-CVNL Fall 2016
- Weblink
- Canva
- Canvas
- Blackboard
- Raisers Edge
- Constant contact
- AASLH: The Basics of Archives online workshop
- PastPerfect