

Jess V. Castillo

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thirdpress.info

Jess V. Castillo is a creative director with over six years of experience in high-caliber programming, project management, and intercultural production with non-profit arts organizations and for-profit businesses.

SKILLS

Technical

Adobe Creative Cloud

- Photoshop, Lightroom, InDesign, Illustrator, Audition, Bridge & Acrobat

Apple

- Final Cut Pro, Compressor & Logic

Google Apps

- Drive (Docs, Sheets, Forms etc.) Analytics & Adwords

Microsoft Office

- Word, Excel & Powerpoint

Office Management

- Dropbox, Slack, Square, FTP Clients, Paypal & iSolved

Program Development

- Asana, Constant Contact, Mailchimp, Kindful, Facebook Ads & Eventbrite

Social Media

- Facebook, Instagram, Twitter, Buffer, LinkedIn, Pinterest & Snapchat

Web

- Basic HTML/CSS & Wordpress

Languages

- English (Fluent)
- Spanish (Native, Intermediate Speech)

DEVELOPMENT

Educational Opportunities

California Institute of the Arts
Photography & Media BFA, 2012

Center for Non-Profit Management
Supervising for Success, 2017
Comprehensive Fundraising Strategy, 2014

Volunteer Experience

DSTL Arts
Board Member, 2017-Present

Department of Cultural Affairs (DCA)
Panelist, 2017 & 2018

PROFESSIONAL EXPERIENCE & EXPERTISE

2017-Present — **Consultant / Co-Producer** Las Fotos Project

Co-produce Las Fotos Project's 4th Annual Viva La Muxer Benefit Event; manage student-led gallery exhibitions; direct marketing, press, sponsorships, and vendor negotiations.

2015-2017 — **Community Arts & Engagement Manager** Glendale Arts

Launch the Special Events Department; spearhead new community programs including POPUP! and the Open Arts & Music Festival; manage finance, production, marketing, and teams.

2014-2016 — **Curator of Public Programs & Education** Materials & Applications

Manage exhibition design, production, and programming; coordinate volunteers and staff for installations and events; assist marketing, fundraising, and outreach campaigns.

2014-Present — **Independent Publisher, Owner** Third Press

Founder of Third Press, an independent project focusing on hystories and ideas; edit, design, and publish self-titled and collaborative zines; teach literary arts workshops.

Operations & Creative Direction

- Develop, strategize, and produce community programs featuring local artists, leaders, businesses, and talent at special events, workshops, exhibitions, and fundraisers.
- Lead art direction and manage implementation of branding, identity, and messaging for various projects and marketing campaigns.
- Hire, train, supervise, and collaborate with internal teams, independent consultants and vendors, interns, and volunteers; review goals and quality of work regularly.
- Maintain communication with various departments, stakeholders, and partners; working closely to ensure smooth, properly scheduled programs and events.

Project Management & Production

- Produce the first and second annual Open Arts & Music Festival, year-round POPUP! programs, and the fourth annual Viva La Muxer Benefit - from concept to completion.
- Draft and implement production plans for intimate and city-wide programs including staffing, rentals, talent and artist bookings, vendor procurement, and site operations.
- Create, manage, and report on individual production budgets, annual departmental budgets, and quarterly assessments of programs.
- Coordinate with City, County, and State officials and agencies to secure permits, approve project plans, develop safety protocols, schedule representatives, and more.

Fundraising & Partnerships

- Initiate and build upon relationships with consultants, contractors, vendors, artists, media, business owners, leaders, and community members.
- Identify, solicit, and secure diversified fundraising opportunities including Federal and for-profit grants, private donors, in-kind support, and the creation of in-house granting opportunities for artists.